

BA

ENGLISH

GRAMMAR

For

PAPER B

THE SENTENCE: فقرہ/جملہ

A combination of words which makes complete sense is called a sentence.

لفظوں کا ایسا مجموعہ جو مکمل بات بیان کرے فقرہ یا جملہ کہلاتا ہے۔

EXAMPLES:

He goes to school daily. وہ روزانہ سکول جاتا ہے۔

Do not tell a lie. جھوٹ مت بولو۔

PARTS OF SPEECH:

The words used in a sentence are divided into different kinds or classes according to the work they do in the sentence. these kinds or classes are called PARTS OF SPEECH. These are:

1. Noun
2. Pronoun
3. Adjective
4. Preposition
5. Verb
6. Adverb
7. Conjunction
8. Interjection

NOUN: (اسم)

Noun is a word we use to name a person, a place or a thing.

Noun (اسم) کسی شخص جگہ یا چیز کے نام کو کہتے ہیں۔

Ali, lahore, pen, book, dog, courage etc.

NUMBER:

There are only two numbers (گنتی) in English, the **SINGULAR** (one person or thing) and the **PLURAL** (more than one person or thing).

SINGULAR	PLURAL	SINGULAR	PLURAL
Boy	Boys	Girl	Girls
Toy	Toys	Book	Books

Compiled by: Hafiz Ashfaq Ahmed

Pen	Pens	Chair	Chairs
Table	Tables	Desk	Desks
Night	Nights	Day	Days
Cow	Cows	Monkey	Monkeys
Donkey	Donkeys	Horse	Horses
Friend	Friends	Poet	Poets
Dog	Dogs	Cat	Cats
Arm	Arms	Leg	Legs
Hand	Hands	Ticket	Tickets
Cap	Caps	Flower	Flowers
Plant	Plants	Tree	Trees
Bird	Birds	Bat	Bats
Racket	Rackets	Pin	Pins
Bangle	Bangles	Calf	Calves
Shirt	Shirts	Locket	Locketts
House	Houses	Room	Rooms
Roof	Roofs	Wall	Walls
Kitchen	Kitchens	Door	Doors
Window	Windows	Chief	Chieves
Hoof	Hoofs	Dwarf	Dwarfs
Proof	Proofs	Gulf	Gulfs
Thief	Thieves	Wolf	Wolfs
Leaf	Leaves	Calf	Calves
Life	Lives	Knife	Knives
Class	Classes	Bench	Benches
Watch	Watches	Brush	Brushes
Dish	Dishes	Tax	Taxes
Box	Boxes	Bush	Bushes
Match	Matches	Wife	Wives
Kiss	Kisses	Mango	Mangoes
Buffalo	Buffaloes	Volcano	Volcanoes
Potato	Potatoes	Hero	Heroes
Negro	Negroes	Dynamo	Dynamos
Piano	Pianos	Cuckoo	Cuckoos
Bamboo	Bamboos	Duty	Duties
City	Cities	Baby	Babies
Lady	Ladies	Story	Stories

Army	Armies	Pony	Ponies
Fly	Flies	Woman	Women
Man	Men	Tooth	Teeth
Foot	Feet	Mouse	Mice
Goose	Geese	Brother	Brothers
Child	Children	Branch	Branches
Brother-in-law	Brothers-in-law	Ox	Oxen
Court-Martial	Courts-martial	Passer- by	Passers-by
Mr	Messers	Miss	Misses
Step-father	Step-fathers	Mrs	Mesdames

Following Nouns are used only in the plural:

Trousers	Spectacles	Scissors
Drwers	Measles	Mumps
Riches	Tidings	

Following Nouns are used only in the singular:

News	Innings	Mathematics
Physics	Politics	Mechanics

Gender:

Gender shows the difference of sex.

Masculine Gender: A noun that denotes male animal.

e.g. Boy, Lion

Feminine Gender: A noun that denotes female animal.

e.g. Girl, Lioness

Common Gender: A noun that denoteseither sex.

e.g. Baby, Friend

Neuter Gender: A noun that denotes Lifeless things.

e.g. Apple, Book

Masculine	Feminine	Masculine	Feminine
Boy	Girl	Brother	Sister
Bull	Cow	Cock	Hen
Dog	Bitch	Father	Mother
Horse	Mare	Husband	Wife
Man	Woman	Nephew	Niece
Papa	Mamma	Son	Daughter

Uncle	Aunt	Giant	Giantess
Author	Authoress	Host	Hostess
Heir	Heiress	Lion	Lioness
Shepherd	Shepherdess	Poet	Poetess
Manager	Manageress	Actor	Actress
Instructor	Instructress	Hunter	Hunteress
Conductor	Conductress	Tiger	Tigress
Negro	Negress	Waiter	Waitress
Traitor	Traitress		

PRONOUN: (اسم ضمیر)

A Pronoun is used instead of a noun to avoid repetition of the noun.

اسم ضمیر اسم کی جگہ لکھا جاتا ہے تاکہ اسم کو بار بار نہ لکھنا پڑے۔

e.g. Ali was late. He was ill.

PERSONAL PRONOUN: (اسم ضمیر ذاتی)

FIRST PERSON:	(the person speaking)	متکلم	I & WE
SECOND PERSON:	(the person spoken to)	حاضر	YOU
THIRD PERSON:	(the person spoken)	غائب	HE, SHE, It & THEY

PERSONAL PRONOUN :(Cases)

Nominative	Possessive	Accusative
I	my / mine	me
We	our / ours	us
You	your / yours	you
He	his	him
She	Her	Her
It	Its	It
They	Their	Them

RELATIVE PRONOUN:

The word that works as conjunction as well as pronoun is called relative pronoun. These are: Who, Whose, Whom, Which, That

Who is at the door?

Whose pen is this?

He is the boy whom I met in the party.

Who, is used for human beings and **which** is used for other than human beings while **that** is used for both.

FILL IN THE BLANKS WITH SUITABLE PRONOUNS:

1. Naureen and _____ were present. (I, me)
2. It was Salma _____ called on you. (whom, who)
3. It might have been _____ . (he, him)
4. Can you write English as well as _____ . (they, them)
5. You are taller than _____ . (he, him)
6. He is better bats man than _____ . (we, us)
7. Nobody but _____ was absent. (she, her)
8. She and _____ are good friends. (I, me)
9. He lost his bat, and we _____ . (our, ours)
10. The bike _____ has been stolen is not his. (which, who)

Answers:

1. I
2. who
3. him
4. they
5. he
6. we
7. she
8. I
9. ours
10. Which

SOME RULES REGARDING THE CORRECT USE OF VERB

(Verb) کی درست حالت کے بارے میں چند اصول

- 1۔ اگر انگریزی جملے میں **often** یا **always, daily, every day** وغیرہ کا ذکر ہو تو وہ جملہ عموماً **Present Indefinite Tense** کا ہوتا ہے۔ اس صورت میں **subject** کی نوعیت کے مطابق فعل کی پہلی فارم استعمال کی جاتی ہے۔ اس میں **helping verb** استعمال نہیں کیا جاتا۔
نوٹ: اگر **(subject)** فاعل **He, She, It** یا واحد نام ہو تو اس کے **verb** کے ساتھ **s** یا **es** کا اضافہ کیا جاتا ہے۔

- i. He go to school every day. (In-correct)
He goes to school every day. (Correct)
- ii. We often writing a letter. (In-correct)
We often write a letter. (Correct)

2۔ عادت یا معمول ظاہر کرنے والے جملے عام طور پر **Present Indefinite Tense** ہوتے ہیں۔ مثلاً

- i. He drive a taxi. (In-correct)
He drives a taxi. (Correct)
- ii. We had smoked. (In-correct)
We smoke. (Correct)

3۔ اگر جملے میں last year, last month, last day, ago ہو تو وہ جملہ Past Indefinite Tense کا ہوتا ہے۔

- i. She (comes) here yesterday. (in-correct)
She came here yesterday. (correct)
- ii. I (buy) this car last year. (in-correct)
I bought this car last year. (correct)

4۔ جن جملوں میں verb کا وقت دیا گیا ہو یعنی دن یا وقت کا ذکر ہو وہ بھی Past Indefinite Tense کے ہوتے ہیں۔ مثلاً

- i. We go to Lahore on Friday. (in-correct)
We went to Lahore on Friday. (correct)
- ii. He reaches here in the afternoon. (in-correct)
He reached here in the afternoon. (correct)

5۔ اگر جملے میں next year, next month, next day, tomorrow کے ساتھ کسی صیغے یا سال کا ذکر ہو تو عام طور پر وہ جملہ Future Indefinite Tense کا ہوتا ہے۔ اس صورت میں verb کی پہلی فارم کے ساتھ will یا shall لگایا جاتا ہے۔

- i. They learn their lesson tomorrow. (in-correct)
They will learn their lesson tomorrow. (correct)
- ii. I construct a house next year. (in-correct)
I shall construct a house next year. (correct)

6۔ اگر جملے میں is, are, am ہو تو وہ جملہ Present Continuous Tense کا ہوتا ہے۔ ایسے جملوں میں عام طور پر now یا at present کے الفاظ آتے ہیں۔ اس میں verb کی ing فارم استعمال ہوتی ہے۔ مثلاً

- i. He is write a letter now. (in-correct)
He is writing a letter now. (correct)
- ii. You are learn music at present. (in-correct)
You are learning music at present. (correct)

7۔ اگر جملے میں was یا were ہو تو وہ Past Continuous Tense کا ہوتا ہے۔ ایسے جملوں میں عام طور پر then یا at that time وغیرہ کے الفاظ لگاتے ہیں۔ ان میں verb کی ing فارم استعمال ہوتی ہے۔ مثلاً

- i. I was gone to school then. (in-correct)
I was going to school then. (correct)
- ii. We were play tennis. (in-correct)
We were playing tennis. (correct)

8۔ اگر انگریزی جملے میں will be یا shall be ہو تو Future Continuous Tense کا جملہ ہوتا ہے۔ اس میں بھی ing فارم استعمال ہوتی ہے۔ ایسے جملوں میں بھی next day یا tomorrow وغیرہ الفاظ آتے ہیں۔ مثلاً

- i. We shall be take examination tomorrow. (in-correct)
We shall be taking examination tomorrow. (correct)
- ii. She will be knit a sweater. (in-correct)
She will be knitting a sweater. (correct)

9۔ اگر انگریزی جملے میں وقت کے تعین کے بغیر has یا have یا had وغیرہ آجائیں تو جملہ Present Perfect یا Past Perfect کا ہو سکتا ہے۔ ان میں ہمیشہ verb کی تیسری فارم استعمال ہوتی ہے۔ مثلاً

- i. I have wrote a letter. (in-correct)
I have written a letter. (correct)
- ii. The Headmaster has making a speech. (in-correct)
The Headmaster has made a speech. (correct)
- iii. He had came home before the sun set. (in-correct)
He had come home before the sun set. (correct)

10۔ اگر جملے میں فعل کے وقت یا مدت کے تعین کے ساتھ have been یا has been یا had been یا will have been تو جملہ Present Perfect Continuous یا Future Perfect Continuous کا ہوتا ہے ان کے بعد verb کی پہلی فارم کے ساتھ ing استعمال کرتے ہیں ایسے جملوں میں عام طور پر since یا for کا استعمال ہوتا ہے۔

- i. We have been lived here for the two years. (in-correct)
We have been living here for two years. (correct)
- ii. She has been plucks flowers since morning. (in-correct)
She has been plucking flowers since morning. (correct)
- iii. We had been played tennis since ten o' clock. (in-correct)
We had been playing tennis since ten o' clock. (correct)

11۔ اگر انگریزی جملے میں will have یا shall have وغیرہ امدادی فعل ہو تو یہ مستقبل مکمل کا جملہ ہوگا۔

ایسے جملے میں عام طور پر by now یا by the next year, by the next month وغیرہ کے الفاظ آتے ہیں۔ اس میں verb کی تیسری فارم استعمال ہوگی۔ مثلاً

- i. The birds will have flying in the air by now. (in-correct)
The birds will have flown in the air by now. (correct)
- ii. We shall have prepare for the examination by the next year. (in-correct)

We shall have prepared for the examination by the next year.
(correct)

12- جب کسی جملے میں Should, Can, Could, Must, Ought to, May, Do, Does, Did, To, Let, Might, Would وغیرہ کے الفاظ ہوں تو ان میں verb کی پہلی فارم استعمال کی جاتی ہے۔

مثلاً

- i. We should went to the river for a walk. (in-correct)
We should go to the river for a walk. (correct)
- ii. He ought to obeys his parents. (in-correct)
He ought to obey his parents. (correct)
- iii. Let me (gone). (in-correct)
Let me go. (correct)

13- اگر فقرے کا پہلا حصہ ماضی ہو تو دوسرا حصہ بھی ماضی میں ہوگا۔ یعنی اس میں بھی verb کی دوسری حالت استعمال ہوگی اگر دوسرے حصے میں عالمگیر صداقت، حقیقت، معمول یا رسم درواج ہو تو verb کی پہلی حالت ہی استعمال ہوگی۔

- i. I said that I take tea. (in-correct)
I said that I took tea. (correct)
- ii. She said to me that she knits a sweater. (in-correct)
She said to me that she knitted a sweater. (correct)
- iii. He said that the earth was round. (in-correct)
He said that the earth is round. (correct)

14- اگر کام کی شرط ماضی میں پائی جا رہی ہو تو شرط والے حصے میں یعنی If والے حصے میں subject کے بعد had اور verb کی تیسری حالت استعمال کی جاتی ہے۔ جبکہ دوسرے حصے میں would have کے ساتھ verb کی تیسری حالت استعمال کی جاتی ہے۔ مثلاً

- i. If he worked hard, he would have passed. (in-correct)
If he had worked hard, he would have passed. (correct)
- ii. If he had run fast, he had caught the train. (in-correct)
If he had run fast, he would have caught the train (correct)

15- اگر کام کی شرط مستقبل میں پائی جا رہی ہو یعنی اردو فقرے میں دو دفعہ ”گا، گی، گے، وغیرہ“ آ رہا ہو تو شرط والے حصے میں Present Indefinite اور دوسرے میں Future Indefinite استعمال کرتے ہیں۔

- i. If she come to me, I shall help her. (in-correct)
If she comes to me, I shall help her. (correct)
- ii. If he goes there, he meet his father. (in-correct)
If he goes there, he will meet his father. (correct)

EXERCISES IN THE USE OF CORRECT FORM OF VERB

Verb کی درست حالت کے استعمال کے بارے میں مشقیں

EXERCISES

Put the correct form of the verb

(1)

(Present Indefinite + Present Continuous Tense)

- i. He _____ books these days. (sell, sold, is selling)
- ii. We _____ to school every day. (go, went, are going)
- iii. They _____ a letter. (write, wrote, written)
- iv. I _____ hockey. (play, played, am playing)
- v. I am _____ tea now. (take, took, taking)
- vi. He is _____ with the teacher. (talk, talked, talking)
- vii. We are _____ to the mosque. (go, gone, going)
- viii. You are _____ the truth. (speak, spoke, speaking)
- ix. The teacher _____ the students well. (teach, teaches, taught)
- x. He is _____ peaceful in green trees. (feel, felt, feeling)

Hints:

- i. sells ii. go iii. write iv. play v. taking vi. talking vii. going
viii. speaking
ix. teaches x. feeling

(2)

(Present Perfect + Present Perfect Continuous Tense)

- i. He has _____ the book. (study)
- ii. I have _____ the lesson. (learn)
- iii. She _____ to school just now. (go)
- iv. We have _____ our courses. (finish)
- v. I have been _____ the book since morning. (read)
- vi. He has been _____ for an hour. (run)
- vii. We have been _____ for you since long. (wait)
- viii. The bird has been _____ in the air for ten minutes. (fly)
- ix. He has been _____ the computer since noon. (repair)
- x. Ali has just _____ out. (go)

Hints:

- i. studied ii. learnt iii. has gone iv. finished v. reading vi. running
vii. have been waiting viii. flying ix. repairing x. gone

(3)

(Past Indefinite + Past Continuous Tense)

- i. I _____ a letter yesterday. (write)
- ii. He _____ here in the evening. (come)
- iii. The Muslims _____ some enemies as prisoners. (catch)
- iv. Neseema was _____ a song then. (sing)
- v. The bus was _____ to Lahore. (go)
- vi. We were _____ in the canal then. (bathe)
- vii. They were _____ their new business. (start)
- viii. Where were you _____ at that time. (go)
- ix. He was _____ in the rain then. (enjoying)

Hints:

- i. wrote ii. came iii. caught iv. singing v. going vi. bathing vii. starting
viii. going ix. enjoying

(4)

(Past Perfect + Past Perfect Continuous Tense)

- i. He had _____ tea when I cam. (take)
- ii. She _____ before the party began. (leave)
- iii. The birds _____ before the hunter reached. (fly)
- iv. You had not _____ when the peon came. (sleep)
- v. The girl had been _____ a sweater for an hour. (knit)
- vi. She had been _____ up cotton since morning. (pick)
- vii. We had been _____ there for two days. (go)
- viii. He had been _____ books for several years. (publish)
- ix. They had been _____ there for two years. (go)

Hints:

- i. taken ii. had left iii. had flown iv. slept v. had been
knitting vi. picking vii. Going viii. Publishing ix. had been going.

(5)

(Future Indefinite + Future Continuous Tense)

- i. I shall _____ a letter tomorrow. (write)
- ii. He will _____ a directory the next week. (compile)
- iii. I _____ this exercise in an hour. (finish)
- iv. She will _____ for me tomorrow. (wait)
- v. I _____ this club next year. (join)
- vi. She will be _____ her lesson in the morning. (learn)

- vii. He will _____ his home work regularly. (do)
viii. I shall be _____ class regularly. (attend)
ix. They _____ all the night. (travel)
x. The birds will be _____ in the air at noon. (fly)

Hints:

i. write ii. compile iii. shall finish iv. wait v. shall join vi. learning vii. be doing viii. attending ix. will be travelling x. flying

(6)

(Future Perfect + Future Perfect Continuous Tense)

- i. It will have _____ raining by evening. (stop)
ii. The thief _____ before the policeman reach. (escape)
iii. We _____ home before the rain starts. (reach)
iv. I _____ Karachi by the next week. (visit)
v. The gardener will have _____ flowers. (pluck)
vi. We shall _____ there for a week. (go)
vii. The police will _____ out crimes for years. (wipe)
viii. She will _____ her lesson for two months. (learn)
ix. The peon will not _____ the bell yet. (ring)
x. The bus _____ by the morning. (leave)

Hints:

i. stopped ii. will have escaped iii. shall have reached iv. shall have visited v. plucked vi. have been going vii. have been wiping viii. have been learning ix. have rung x. will have left

(7)

(Conditional Sentences)

- i. If you work hard, you _____ . (pass)
ii. When he _____ I shall go. (come)
iii. If I had money, I _____ a car. (buy)
iv. I hope that it _____ raining. (stop)
v. He said that he _____ to school. (go)
vi. She told me that she _____ visited Swat. (has)
vii. If he _____ me, I shall feel obliged. (help)
viii. If he _____ hard, he would have passed. (work)
ix. He said that earth _____ around the sun. (revolve)
x. I told him that he _____ fast. (run)

Hints:

i. will pass ii. comes iii. would have bought iv. will stop v. went vi. had vii. helps viii. had worked ix. revolves x. runs

EXERCISES

Put the words in brackets into correct tense in the following sentences.

(1)

1. I have not (see) him for a long time.
2. I did not (know) where he lived.
3. All is well that (end) well.
4. This work can be (do) in two days.
5. He has been (wear) this shirt for two years.
6. She has (go) to school.
7. Yesterday, the driver (drive) the bus very rashly.
8. Why have you (tell) a lie?
9. Did you (take) the medicine?
10. The sun (look) red at sunset.

Answer:

1. seen 2. know, 3. ends 4. done 5. wearing 6. gone 7. drove 8. told 9. take 10. looks

(2)

- i. She _____ her cat very much. (love)
- ii. He _____ to school every day. (go)
- iii. It _____ at present. (rain)
- iv. They _____ tea every morning. (take)
- v. Good students always _____ hard. (work)
- vi. The earth _____ around the sun. (revolve)
- vii. She _____ French at present. (learn)
- viii. They _____ their work regularly. (not do)
- ix. Shahida _____ a sad song now. (sing)
- x. They always _____ back home late. (come)

Answers:

i. loves ii. goes iii. is raining iv. take v. work vi. revolves vii. is learning viii. do not do ix. is singing x. come

(3)

1. She was (buy) sweets.

2. The sun (rise) in the east.
3. Was the house (burn) to ashes?
4. When will you (sit) for your B.A. Examination?
5. Has she (understand) your question?
6. The earth (revolve) round the sun.
7. She (keep) me waiting yesterday.
8. Have they (drink) cold water?
9. How did she (come) by this book?
10. She (speak) English now.

Answers:

1. buying 2. rises 3. burnt 4. sit 5. understood 6. revolves 7. kept 8. drunk 9. come 10. is speaking

(4)

- i. She _____ English now. (speak)
- ii. She _____ English very well. (speak)
- iii. The baby _____ for milk now. (cry)
- iv. They _____ to sleep at ten. (go)
- v. He _____ me waiting. (not keep)
- vi. I have already _____ three cups of coffee. (take)
- vii. I _____ you since Monday. (not see)
- viii. My brother _____ to me for ten year. (not write)
- ix. She _____ French for over two years. (learn)
- x. The book _____ on the table for weeks. (lie)

Answers:

i. is speaking ii. speaks iii. is crying iv. go v. does not keep vi. taken
vii. have not seen viii. has not written ix. has been learning x. has been lying

(5)

1. Have you (send) him back?
2. I was (sing) when he came.
3. Did it (rain) last month?
4. Our teacher has (teach) us this lesson.
5. Do not (melt) this butter.
6. He (get) up at five every day.
7. He will be (learn) his lesson.

8. They will (eat) their meals at nine.
9. He (see) me yesterday.
10. You should (work) hard.

Answers:

1. sent, 2. singing, 3. rain, 4. taught, 5. melt, 6. gets, 7. learning, 8. eat, 9. saw, 10. work

(6)

- i. He _____ to me since March. (not speak)
- ii. She _____ since morning. (sleep)
- iii. How long you _____ here? (wait)
- iv. He _____ in the sun for an hour. (stand)
- v. She _____ in this office for seven years. (work)
- vi. They _____ anything since morning. (not eat)
- vii. They have already _____ their home task. (do)
- viii. I have already _____ the letter. (post)
- ix. The fire _____ at night. (burn)
- x. You _____ since morning. (rest)

Answers:

- i. has not been speaking, ii. has been sleeping, iii. have you been waiting, iv. has been standing, v. has been working, vi. have not eaten, vii. done, viii. posted, ix. burnt, x. have been resting.

(7)

1. It has been (rain) for two hours.
2. I (take) exercise daily.
3. We have (do) our duty.
4. The sun (rise) at 7 o' clock yesterday.
5. By whom was this jug (break)?
6. He has (leave) this city for good.
7. He (go) to school yesterday.
8. Where are you (live) now-a-days?
9. A dog is (swim) in the river.
10. He is (write) a letter to his friend.

Answers:

1. raining, 2. take, 3. done, 4. rose, 5. broken, 6. left, 7. went, 8. living, 9. swimming, 10. writing.

(8)

- i. It _____ to rain an hour ago. (begin)
- ii. How long ago you _____ here? (come)
- iii. She _____ any noise. (not hear)
- iv. He _____ a bike when he met an accident. (ride)
- v. He _____ twenty minutes ago. (leave)
- vi. I _____ to the airport when I saw her. (go)
- vii. The light _____ when we started dinner. (go out)
- viii. She _____ a song when I entered the room. (sing)
- ix. I _____ her in the plane. (meet)
- x. I _____ tea when the door bell rang. (make)

Answers:

i. began, ii. did you come, iii. does not hear, iv. was riding, v. left, vi. was going, vii. had gone out, viii. was singing, ix. met, x. was making

(9)

1. You were (bring) up by your parents?
2. This university was (establish) a year ago.
3. She has (post) the letter.
4. Have you (win) the match?
5. He (help) me last year.
6. I have been (wait) for you for two hours.
7. You should (go) there.
8. I have been (suffer) from fever since Monday.
9. A son was (bear) to her.
10. My friend (meet) me on the way to bazaar.

Answers:

1. brought, 2. established, 3. posted, 4. won, 5. helped, 6. waiting, 7. go, 8. suffering, 9. born, 10. met.

(10)

- i. He _____ to my letter. (not reply)
- ii. I _____ this motor bike only a month ago. (buy)
- iii. I _____ when you talk. (not listen)
- iv. The bus _____ before I boarded it. (start)
- v. After you _____ I went to sleep. Leave)

- vi. They _____ their breakfast after they had washed. (take)
- vii. She _____ before the party began. (leave)
- viii. She _____ anything before he left. (not say)
- ix. She _____ why we wanted to leave early. (ask)
- x. The farmer _____ the field when it started raining. (plough)

Answers:

- i. did not reply, ii. bought, iii. do not listen, iv. had started, v. had left, vi. took, vii. had left, viii. had not said, ix. asked, x. was ploughing

(11)

1. The children were _____ to see the shoes. (delight)
2. The oxen are _____ slowly. (walk)
3. He gets out of his bed as soon _____ the whistle. (hear)
4. He said that he _____ to take examination. (want)
5. Aslam agreed to _____ me. (help)
6. Some children are _____ cricket. (play)
7. The crow did not _____ water anywhere. (find)
8. Has the sun _____? (set)
9. He decided to _____ examination. (take)
10. What are you _____? (do)

Answers:

1. delighted, 2. walking, 3. hears, 4. wanted, 5. help, 6. playing, 7. find, 8. set, 9. take, 10. doing

(12)

- i. I _____ her what places she had visited in Europe. (ask)
- ii. I never _____ snowfall before I went to Murree. (see)
- iii. The sun _____ before we were ready to leave. (not rise)
- iv. He _____ home after he had finished his work. (go)
- v. The bus _____ before we stepped out. (stop)
- vi. You _____ it. (not understand)
- vii. This watch _____ very much. (not cost)
- viii. She _____ hard for the competition. (work)
- ix. I _____ this exercise in an hour's time. (finish)
- x. I _____ much money ever. (not have)

Answers:

i. asked, ii. had seen, iii. had not risen, iv. went, v. had stopped, vi. do not understand, vii. does not cost, viii. works ix. shall finish, x. do not have

(13)

1. The naughty boy was _____. (punish)
2. Jameel will _____ to Lahore. (go)
3. He cam to _____ me last night. (see)
4. I was _____ for you. (wait)
5. The sun has _____. (rise)
6. We did not _____ heart. (lose)
7. All is well that _____ well. (end)
8. I have not _____ him for a long time. (see)
9. Ali will have _____ from Karachi by the next month. (return)
10. I did not _____ where he lived. (know)

Answers:

1. punished, 2. go, 3. see, 4. waiting, 5. risen, 6. lose, 7. ends, 8. seen, 9. returned, 10. know

(14)

- i. He _____ for a walk daily in a garden. (go)
- ii. He _____ his home work after the dinner. (do)
- iii. They _____ the whole night. (travel)
- iv. I _____ for you at the usual time. (wait)
- v. She _____ her lesson in French in the morning. (do)
- vi. She _____ her work before the guests arrive. (finish)
- vii. They _____ before the teacher laves. (arrived)
- viii. She _____ from a tour of Europe in December next. (return)
- ix. These farmers _____ the harvest before it rains. (reap)
- x. These mangoes _____ the market by April. (reach)

Answers:

i. goes, ii. does, iii. travelled, iv. waited, v. does, vi. will finish, vii. will have arrived, viii. will return, ix. will have reaped, x. will reach

(15)

1. I advised him to _____ hard. (work)

2. A gardener was _____ the plant. (water)
3. He will never _____ a lie. (tell)
4. Who has _____ the chair. (break)
5. The work can be _____ in two days. (do)
6. The sun _____ red at sunset. (look)
7. Has she _____ the question? (understand)
8. She _____ English now. (speak)
9. Our teacher has _____ us English. (teach)
10. Do not _____ the butter. (melt)

Answers:

1. work, 2. watering, 3. tell, 4. broken, 5. done 6. looks, 7. understood, 8. is speaking, 9. taught, 10. melt

(16)

- i. I _____ all these novels by the end of summer vacations. (read)
- ii. The meeting _____ by the time we gather. (end)
- iii. I hope it _____ raining by the evening. (stop)
- iv. She _____ her examination by next May. (take)
- v. They _____ their work by tomorrow. (complete)
- vi. It _____ in winter. (rain)
- vii. They _____ hard all day long. (work)
- viii. The sun _____ in the West. (set)
- ix. I do not _____ my meals at night. (take)
- x. The boys are _____ their home task. (do)

Answers:

1. will have read, ii. will have ended, iii. will have stopped, iv. will have taken, v. will have completed, vi. rained, vii. work, viii. sets, ix. take, x. doing

(17)

1. He _____ up at five every day. (get)
2. He will be _____ his lesson. (learn)
3. The sun _____ at 7 o'clock yesterday. (rise)
4. He _____ to school yesterday. (go)
5. They did not _____ me any money. (owe)

6. Last year, he _____ a prize winning picture. (draw)
7. She _____ in her diary daily. (write)
8. We _____ bedminton yesterday. (play)
9. You were _____ by your parents. (bring up)
10. The boy is _____ for ice-cream. (cry)

Answers:

1. gets, 2. learning, 3. rose, 4. went, 5. owe, 6. drew, 7. writes, 8. played, 9. brought, 10. crying

(18)

- i. Are they _____ idle? (sit)
- ii. She is _____ for London tomorrow. (leave)
- iii. I have _____ the two books. (read)
- iv. She has v him back. (send)
- v. They have _____ in this house for ten years. (live)
- vi. I have not _____ from him since March. (hear)
- vii. She _____ to school an hour ago. (go)
- viii. Quaid-e-Azam _____ very hard. (work)
- ix. He _____ newspapers for a living. (sell)
- x. She _____ the door softly. (shut)

Answers:

i. sitting, ii. leaving, iii. read, iv. sent, v. lived, vi. heard, vii. went, viii. worked, ix. sells, x. shut

(19)

1. He _____ me to his father. (introduce)
2. He has _____ many hardships. (bear)
3. Let us _____ to Allah. (pray)
4. He has _____ with me on this matter. (agree)
5. I _____ bear in the zoo. (see)
6. Students did not _____ the fare. (pay)
7. You should _____ your plan. (alter)
8. She did not _____ her words. (keep)
9. They will not _____ this offer. (accept)
10. He _____ here yesterday. (come)

Answers:

1. introduced, 2. borne, 3. pray, 4. agreed, 5. saw, 6. pay, 7. alter, 8. keep, 9. accept, 10. came

(20)

- i. She _____ her home task when the guests arrived. (do)
- ii. I _____ a book when the bell rang. (read)
- iii. They _____ to school when the storm broke. (go)
- iv. I _____ the house before it started raining. (leave)
- v. They _____ their meals before the guests arrived. (take)
- vi. The match _____ after I had left the play ground. (start)
- vii. They _____ for London tomorrow. (leave)
- viii. I _____ him next Monday. (see)
- ix. They _____ hockey at that time. (play)
- x. I shall wait here until you have _____ your work. (finish)

Answers:

- i. was doing, ii. Was reading, iii. Were going, iv. Had left, v. had taken, vi. Started, vii. Will leave, viii. Shall see, ix. Will be playing, x. finished

PREPOSITIONS

حروف جار

A preposition (حرف جار) is a word placed before a noun or pronoun to show in what selection the person or thing indicated by it stands in regard to something else.

حروف جار (Prepositions) کے استعمال کے لئے کوئی لگے بندھے اصول نہیں ہیں۔ جس طرح اہل زبان ان کو استعمال کرتے ہیں انہیں ویسے ہی استعمال کرنا چاہئے۔

Words Followed By Appropriate Preposition:

1. Players must abide by the rulers of the game.
2. He was absent from class.
3. He was accused of theft.
4. You must act upon the advice of your teacher.
5. I agree with you in this matter.
6. She was angry at my behaviour.
7. They were angry with me.
8. He will appear before the judge.
9. The train arrived at Lahore station in time.
10. You should be ashamed of your behaviour.
11. She assured me of her help.
12. He was not aware of my difficulties.
13. The children were begging for alms.
14. Muslims believe in the oneness of God.
15. These books belong to her.
16. A son was born to her.
17. He was born in a rich family.
18. He does not care for me.
19. He is very careful about his health.
20. The teacher made a complaint against his son.
21. He has no confidence in his parents.
22. She was confident of her success.
23. She congratulated me on my success.
24. He is not conscious of his weakness.
25. They have no control over their son.

26. Pakistan is very dear to us.
27. The whole family depends on her for its living.
28. The letter was only delivered to me only yesterday.
29. He died of cancer.
30. We should always be prepared to die for our country.
31. I could not dream of these comforts.
32. He is eligible for this post.
33. She was engaged to a rich man.
34. He is entitled to these facilities.
35. This angle is equal to that.
36. Pinky failed in Mathematics.
37. We must have faith in God.
38. They are faithful to her.
39. Lahore is famous for its historical buildings.
40. I feel for the poor.
41. We must fight for basic human rights.
42. Fill in the blanks with suitable prepositions.
43. Police opened fire at the demonstrators.
44. She is fond of reading novels.
45. Please forgive him for his misbehaviour.
46. The basket was full of flowers.
47. She was glad at her success.
48. I am grateful to you for your kindness.
49. I was grieved at his loss.
50. He was guilty of stealing.
51. What has happened to him?
52. I was sorry to hear about his sad death.
53. We must always hope for the best.
54. There is hardly any hope of her recovery from her illness.
55. She is not ignorant of her short comings.
56. She is incapable of doing any harm to anybody.
57. I am inclined to believe her.
58. Her name was not included in the list of prize-winners.
59. She is indebted to Shabana for her guidance.
60. He is indifferent to all kinds of advice.
61. They were informed of my expected arrival.
62. Smoking is injurious to health.

63. She takes no interest in studies.
64. Her mother had an interview with the principal.
65. You are very intimate with him.
66. She introduced me to her friends.
67. She invited her friends to her weddings.
68. Do not be jealous of others.
69. He is junior to me in age.
70. Hard work is the key to success.
71. We must be kind to children.
72. I knocked at the door several times.
73. Do not laugh at anybody.
74. This road leads to Shalimar gardens.
75. She delivered a lecture on Interior decoration.
76. She has a special liking for this dish.
77. Please listen to me.
78. He is loyal to the country.
79. This chair is made of wood.
80. She was married to her cousin.
81. He is negligent in his work.
82. He did not object to my proposal.
83. I am obliged to you for your help.
84. This is a good opportunity for him.
85. They are opposed to each other.
86. These lines are parallel to each other.
87. He will not part with his wealth.
88. Women are very particular about their dress.
89. You must be patient with a patient.
90. You must have pity for the poor.
91. He is polite in his behaviour to others.
92. She is very popular with her pupils.
93. We should pray to God for success.
94. I prefer walking to going by bus.
95. We should be prepared for the worst.
96. The headmaster presented book to the chief guest.
97. She takes pride in her work.
98. She has made a lot of progress in his studies.
99. It is not proper for you to behave in this manner.

100. He is proud of his scholarship.
101. He was punished for stealing.
102. I hope he will recover from his illness rapidly.
103. The matter was referred to the headmaster.
104. I have great regard for your feelings.
105. I am related to her.
106. He always relies on his own efforts.
107. He sent a reply to my letter after a long time.
108. He got four seats reserved for us in Tezgam.
109. He has no respect for his elders.
110. He will retire from service next year.
111. I am satisfied with her progress in the class.
112. He sent for the doctor immediately.
113. I was shocked at the news of the accident.
114. I am sorry for what I have done.
115. This building is not suitable for residence.
116. She is sure of her success.
117. I am surprised at your behaviour.
118. We sympathise with you in your bereavement.
119. I have no taste for music.
120. I am thankful to you for your kindness.
121. Trust in God and do the right.
122. He is unfit for this job.
123. She is weak in Mathematics.
124. What do you wish for?
125. He works in this office.

EXERCISES

1. Insert suitable Prepositions:
 - i. Players must abide _____ the rulers of the game.
 - ii. He was absent _____ class.
 - iii. He was accused _____ theft.
 - iv. You must act _____ the advice of your teacher.
 - v. I agree _____ you in this matter.
 - vi. She was angry _____ my behaviour.

- vii. They were angry _____ me.
- viii. He will appear _____ the judge.
- ix. The train arrived _____ Lahore station in time.
- x. You should be ashamed _____ your behaviour.

Answers:

- 1). by 2). from 3). of 4). upon 5).with
6). at 7). with 8). before 9). at 10).of

2. Insert suitable Prepositions

- i. She assured me _____ her help.
- ii. He was not aware _____ my difficulties.
- iii. The children were begging _____ alms.
- iv. Muslims believe _____ the oneness of God.
- v. These books belong _____ her.
- vi. A son was born _____ her.
- vii. He was born _____ a rich family.
- viii. He does not care _____ me.
- ix. He is very careful _____ his health.
- x. The teacher made a complaint _____ his son.

Answers:

- 1).of 2). of 3). for 4). of 5).to
6). to 7). in 8). for 9). about 10).against

3. Insert suitable Prepositions

- i. He has no confidence _____ his parents.
- ii. She was confident _____ her success.
- iii. She congratulated me _____ my success.
- iv. He is not conscious _____ his weakness.
- v. They have no control _____ their son.
- vi. Pakistan is very dear _____ us.
- vii. The whole family depends _____ her for its living.
- viii. The letter was only delivered _____ me only yesterday.
- ix. He died _____ cancer.
- x. We should always be prepared to die _____ our country.

Answers:

- 1).in 2). of 3). on 4). of 5).over
6). to 7). on 8). to 9). of 10).for

4. Insert suitable Prepositions

- i. I could not dream _____ these comforts.
- ii. He is eligible _____ this post.
- iii. She was engaged _____ a rich man.
- iv. He is entitled _____ these facilities.
- v. This angle is equal _____ that.
- vi. Pinky failed _____ Mathematics.
- vii. We must have faith _____ God.
- viii. They are faithful _____ her.
- ix. Lahore is famous _____ its historical buildings.
- x. I feel _____ the poor.

Answers:

- 1).of 2). for 3). to 4). to 5).to
6). in 7). in 8).to 9).for 10).for

5. Insert suitable Prepositions

- i. We must fight _____ basic human rights.
- ii. Fill _____ the blanks _____ suitable prepositions.
- iii. Police opened fire _____ the demonstrators.
- iv. She is fond _____ reading novels.
- v. Please forgive him _____ his misbehaviour.
- vi. The basket was full _____ flowers.
- vii. She was glad _____ her success.
- viii. I am grateful _____ you for your kindness.
- ix. I was grieved _____ his loss.
- x. He was guilty _____ stealing.

Answers:

- 1).in 2).in, with 3). at 4). of 5).for
6). of 7). at 8).to 9). at 10).of

6. Insert suitable Prepositions
- i. What has happened _____ him?
 - ii. I was sorry to hear _____ his sad death.
 - iii. We must always hope _____ the best.
 - iv. There is hardly any hope _____ her recovery _____ her illness.
 - v. She is not ignorant _____ her short comings.
 - vi. She is incapable _____ doing any harm to anybody.
 - vii. I am inclined _____ believe her.
 - viii. Her name was not included _____ the list of prize-winners.
 - ix. She is indebted _____ Shabana _____ her guidance.
 - x. He is indifferent _____ all kinds of advice.

Answers:

- 1).to 2). about 3). for 4). of, from 5).of
6). of 7). to 8).in 9). to 10).to

7. Insert suitable Prepositions
1. They were informed _____ my expected arrival.
 2. Smoking is injurious _____ health.
 3. She takes no interest _____ studies.
 4. Her mother had an interview _____ the principal.
 5. You are very intimate _____ him.
 6. She introduced me _____ her friends.
 7. She invited her friends _____ her weddings.
 8. Do not be jealous _____ others.
 9. He is junior _____ me in age.
 10. Hard work is the key _____ success.

Answers:

- 1).of 2). to 3). in 4).with 5).with
6). to 7). to 8).of 9). to 10).to

8. Insert suitable Prepositions
1. We must be kind _____ children.
 2. I knocked _____ the door several times.
 3. Do not laugh _____ anybody.
 4. This road leads _____ Shalimar gardens.

5. She delivered a lecture _____ Interior decoration.
6. She has a special liking _____ this dish.
7. Please listen _____ me.
8. He is loyal _____ the country.
9. This chair is made _____ wood.
10. She was married _____ her cousin.

Answers:

- 1).to 2). at 3). at 4). to 5).on
6). for 7). to 8).to 9). of 10).to

9. Insert suitable Prepositions

1. He is negligent _____ his work.
2. He did not object _____ my proposal.
3. I am obliged _____ you _____ your help.
4. This is a good opportunity _____ him.
5. They are opposed _____ each other.
6. These lines are parallel _____ each other.
7. He will not part _____ his wealth.
8. Women are very particular _____ their dress.
9. You must be patient _____ a patient.
10. You must have pity _____ the poor.

Answers:

- 1).in 2). to 3). to, for 4). for 5).to
6). to 7). with 8).about 9). with 10).for

10. Insert suitable Prepositions

1. He is polite _____ his behaviour _____ others.
2. She is very popular _____ her pupils.
3. We should pray _____ God _____ success.
4. I prefer walking _____ going _____ bus.
5. We should be prepared _____ the worst.
6. The headmaster presented book _____ the chief guest.
7. She takes pride _____ her work.
8. She has made a lot of progress _____ his studies.
9. It is not proper _____ you to behave _____ this manner.

10. He is proud _____ his scholarship.

Answers:

- 1).in, to 2). with 3). to, for 4). to, by 5).for
6). to 7). in 8). in 9). for, in 10).of

11. Insert suitable Prepositions

1. He was punished _____ stealing.
2. I hope he will recover _____ his illness rapidly.
3. The matter was reffered _____ the headmaster.
4. I have great regard _____ your feelings.
5. I am related _____ her.
6. He always relies _____ his own efforts.
7. He sent a reply _____ my letter after a long time.
8. He got four seats reserved _____ us in Tezgam.
9. He has no respect _____ his elders.
10. He will retire _____ service next year.

Answers:

- 1).for 2). from 3). to 4). for 5).to
6). on 7). to 8). for 9). for
10).from

12. Insert suitable Prepositions

1. I am satisfied _____ her progress in the class.
2. He sent _____ the doctor immediately.
3. I was shocked _____ the news of the accident.
4. I am sorry _____ what I have done.
5. This building is not suitable _____ residence.
6. She is sure _____ her success.
7. I am surprised _____ your behaviour.
8. We sympathise _____ you in your bereavement.
9. I have no taste _____ music.
10. I am thankful _____ you _____ your kindness.
11. Trust _____ God and do the right.
12. He is unfit _____ this job.
13. She is weak _____ Mathematics.
14. What do you wish _____?

15. He works _____ this office.

Answers:

- 1).with 2). for 3). at 4). for 5).for
6). of 7). at 8). with 9). for 10).to, for
11).in 12).for 13).in 14).for 15).in

TRANSLATION

Use of "It" And "There"

There اور It کا استعمال (Introductory) تعارفی لفظ کے طور پر ہوتا ہے اور اردو ترجمہ کرتے وقت It یا there کا ترجمہ نہیں کیا جاتا۔ It اور There فاعل کے طور پر استعمال ہوتے ہیں یعنی فعل (verb) کے مطابق واحد آتا ہے اور there کے بعد واحد یا جمع دونوں حالتوں میں آسکتا ہے۔

EXERCISE (A)

1. آج سخت گرمی ہے۔
1. It is very hot today.
2. شام ہو گئی۔
2. It fell evening.
3. میز پر کوئی کتاب نہیں ہے۔
3. There is no book on the table.
4. کیا کھیل کے میدان میں کوئی کھلاڑی ہے؟
Is there any player in the play ground?
4
5. کیا اس تالاب میں مچھلیاں نہیں ہیں؟
Is there no fish in this pond?
5
6. پانی میں بہت سے مینڈک تھے۔
There were many frogs in the water.
6
7. پلیٹ فارم پر کوئی مسافر نہ تھا۔
There was no passenger at the platform.
7
8. کھیت میں کتنے مویشی تھے؟
How many cattle were there in the field?
8

9. ٹو کری میں کچھ سیب ہیں۔

There are some apples in the basket.

9

10

دریا کے کنارے چار کشتیاں تھیں۔

There were four boats on the bank of the river.

10

11

مکان میں کوئی نہ تھا۔

There was no body in the house.

11

12

صندوق میں نئے کپڑے نہیں ہیں۔

There are no new clothes in the box.

12

13

چھت پر کون ہے؟

Who is there on the roof?

13

14

کیا اولے پڑ رہے ہیں؟

Is it hailing?

14

15

پنجرے میں شیر نہ تھا۔

There was no lion in the cage.

15

EXERCISE (B)

1

ہمارے باغ میں بہت سے آم کے درخت تھے۔

There were many mango trees in our garden.

1

2

ہال میں کتنے امیدوار تھے؟

How many candidates were there in the Hall?

2

3

دفتر میں چیٹرا سی کیوں نہیں؟

Why is there no peon in the office?

3

4

کیا ڈاکے کے تھیلے میں چٹھیاں نہ تھیں؟

Were there no letters in the postman's bag?

4

5

کیا جگ میں تھوڑا سا دودھ ہے؟

Is there a little milk in the jug?

5

6

آج موسم ابر آلود ہے۔

It is cloudy today.

6

7

کیا باہر تیز ہوا چل رہی ہے؟

Is it blowing hard outside?

7

8

کل موسم بڑا سہانا تھا۔

It was very pleasant yesterday.

8

9

پرچہ حل کرنے میں تقریباً تین گھنٹے لگیں گے۔

It will take about three hours to solve the paper.

9

10

اب پچھتائے کیا ہوت جب چڑیاں چگ گئیں کھیت

It is useless to cry over spilt milk.

10

11

یہ سفید جھوٹ ہے۔

It is a white lie.

11

12

میرا ہی بھائی تھا جس نے انعام حاصل کیا.
It was my brother who got the prize.

12

13

ہوائی اڈے پر کتنے جہاز تھے؟
How many aeroplanes were there at the Airport?

13

14

سڑک کے کنارے کوئی درخت نہ تھا.
There was no tree along the road.

14

Use of "Is, Am, Are, Was & Were"

Is, Am, Are فعل حال میں کسی کی موجودگی کو ظاہر کرتے ہیں۔ Is واحد کے لیے،
Are جمع کے لیے اور Am صرف I کے لیے استعمال ہوتا ہے۔
Was, Were فعل ماضی میں کسی کی موجودگی کو ظاہر کرتے ہیں۔
was واحد کے لیے اور were جمع کے لیے استعمال ہوتا ہے۔
نفی بنانے کے لیے is, am, are, یا was, were کے بعد not کا اضافہ کر دیا
جاتا ہے۔ اور سوالیہ بنانے کے لیے ان کو فاعل (Subject) سے پہلے
لکھ دیتے ہیں۔

EXERCISE A

1

ہم سب مسلمان ہیں۔
We all are Muslims.

1

2

احمد دلیر سپاہی ہے۔
Ahmad is a bold soldier.

2

3

کتا اور گھوڑا وفادار جانور ہیں۔
The dog and the horse are faithful animals.

3

4

ہر پاکستانی محب وطن ہے۔

Every Pakistani is a patriot.

4

5

وہ معزز شہری تھے۔

They were respectable citizens.

5

6

لاہور باغات کے لیے مشہور ہے۔

Lahore is famous for gardens.

6

7

کیا وہ کل بیمار تھا؟

Was he ill yesterday?

7

8

آج بہت سے طالب علم کیوں غیر حاضر ہیں؟

Why are many students absent today?

8

9

تمہاری ٹیم کے کھلاڑی کہاں ہیں؟

Where are the players of your team?

9

10

کیا امیر آدمی غریبوں پر مہربان تھا؟

Was the rich man kind to the poor?

10

11

وہ آپ کا کیا لگتا ہے۔

What is he to you?

11

12

ایک درجن انڈے خراب تھے۔

One dozen eggs were rotten.

12

13

کیا سب سوال آسان تھے؟

Were all the questions easy?

13

14

یہ کھلونا خوبصورت نہ تھا۔

This toy was not beautiful.

14

15

ٹیپو سلطان عادل حکمران تھا۔

Tipu Sultan was a just ruler.

15

EXRCISE B

1

کیا اس شہر میں کوئی ہائی سکول ہے؟

Is there any high school in this city?

1

2

کیا امجد دیانتدار آدمی ہے؟

Is Amjad an honest man?

2

3

کیا وہ ماہی گیر نہ تھا؟

Was he not a fisherman?

3

4

میں آپ کا شکر گزار ہوں

I am thankful to you.

4

5

اس کے دونوں بھائی وکیل تھے۔

Both of his brothers were lawyers.

5

6

پاکستان کا سب سے لمبا دریا کونسا ہے؟

Which is the longest river in Pakistan?

6

7

کے ٹو کتنی اونچی چوٹی ہے؟

How high is the peak of k-2?

جمع کے لئے استعمال ہوتا ہے۔ Have واحد کے لئے جبکہ Has
لگاتے ہیں۔ no کے بعد have اور has نفی بناتے ہوئے
سے پہلے لکھتے (Subject) کو فاعل have اور has سوالیہ بنانے کے لئے

ہیں۔

EXERCISE

1

لڑکوں کے پاس چند کتابیں ہیں۔

The boys have a few books.

1

2

میرے بٹوے میں کچھ نہیں۔

I have nothing in my purse.

2

3

کتے کے گلے میں خوبصورت پٹا ہے۔

The dog has a beautiful collar round its neck.

3

4

ہمارے پاس غیر ملکی ریڈیوسیٹ ہے۔

We have a foreign radio set.

4

5

تمہارے پاس قلم کیوں نہیں ہے؟

Why have you not a pen?

5

6

کیا ہرن کی چار ٹانگیں نہیں ہوتیں؟

Has the deer not four legs?

6

7

ان عورتوں کے پاس زیورات نہیں ہیں۔

These women have no ornaments.

7

8

اس غریب لڑکے کے پاس جوتے نہیں ہیں۔

This poor boy has no shoes.

8

9

کیا تمہارے دوست کے پاس گھڑی نہیں ہے؟

Has your friend no watch?

9

10

ہمارے پاس نیا مکان ہے۔

We have a new house.

10

11

امیر آدمی بڑا باغ رکھتا ہے۔

The rich man has a big orchard/ garden.

11

12

کیا تمہارے پاس لائسنس ہے؟

Have you a licence?

12

13

کیا بڑھنی کے پاس آری نہیں ہے۔

Has the carpenter no saw?

13

14

لوہا کے پاس ہتھوڑا نہیں ہے۔

The black smith has no hammer.

14

15

کیا مسافروں کے پاس سامان نہیں ہے؟

Have the passengers no luggage?

15

16

کیا طوطا سرخ چونچ نہیں رکھتا ہے؟

Has the parrot no a red beak?

16

Use of "Had"

had میں کسی چیز کی ملکیت کو ظاہر کرتا (Past Tense) زمانہ ماضی

ہے۔

Had واحد اور جمع دونوں کے لئے استعمال ہوتا ہے۔

لگاتے ہیں - no کے بعد had نفی بناتے ہوئے
سے پہلے لکھتے ہیں۔ (Subject) کو فاعل h ad سوالیہ بنانے کے لئے

EXERCISE

1

کسان کے پاس درانتی نہ تھی۔
The farmer had no sickle.

1

2

تمہارے بھائی کے پاس پستول نہ تھا۔
Your brother had no pistol.

2

3

ہمارا نوکر بندوق کا لائسنس نہیں رکھتا تھا۔
Our servant had no licence of gun.

3

4

ان کے پاس ایک نیا ہل تھا۔
They had a new plough.

4

5

اندھے فقیر کے پاس لیمپ کیوں تھا؟
Why had the blind beggar a lamp?

5

6

کیا گھوڑا لگام اور زین رکھتا تھا؟
Had the horse a bridle and saddle?

6

7

بچے کے پاس عجیب گڑیا تھی۔
The baby had a strange doll.

7

8

اصغر کے پاس کتنے لٹوتھے؟
How many tops had Asghar?

8

9

10

ہمارے پاس کوئی شکاری کتا نہ تھا۔
کیا اس شہر کا گھنٹہ گھر تھا؟

We had no hound.

Had that city clock Tower?

9

10

11

اس دریا پر پل کیوں نہ تھا؟

Why had this river no bridge?

11

12

سپاہی وردی کیوں نہیں رکھتا؟

Why had the soldier no uniform?

12

13

گارڈ کے پاس دو جھنڈیاں تھیں؟

The guard had two flags.

13

14

کھلاڑیوں کے پاس سامان نہ تھا۔

The players had no luggage.

14

15

16

کیا اس گائے کے سینگ نہ تھے؟

کیا جہاز میں کوئی مسافر نہ تھا؟

Had that cow no horns?

Had the aeroplane no passenger?

15

16

17

18

آپ کے مکان کا تالا نہ تھا۔

میرے سائیکل کے ساتھ گھنٹی تھی۔

Your house had no lock.

My bicycle had bell.

17

18

19

سکول کا چیڑا سی نہ تھا۔

The school had no peon.

19

20

سکول کے دفتر میں قائد اعظم کی بڑی تصویر تھی۔

The school office had a big picture of Quaid-e-Azam.

20

TENSES

Present Indefinite Tense (Active Voice)

(فعل حال مطلق معروف)

اردو فقرے کے آخر پر ”تا ہے، تی ہے، تے ہیں“ وغیرہ آتے علامت:

ہیں

انگریزی میں ترجمہ کرتے وقت فعل کی پہلی فارم استعمال ہوتی قاعدہ:

third person واحد غائب (Subject) ہے۔ اگر فاعل

کا اضافہ کر دیا جاتا ہے۔ “es” یا “s” تو پہلی فارم کے ساتھ (singular)

(subject + 1st form + object.)

({3rd person singular} subject + 1st form + s/es + object.)

EXERCISE A

1

گیدڑ شام کو چیختے ہیں۔

The jackals howl in the evening.

1

2

میں اپنے بھائی سے پیار کرتا ہوں

I love my brother.

2

3

ہم ہر روز اخبار پڑھتے ہیں۔

we read newspaper daily

3

4

اسلم عید پر نئے جوتے خریدتا ہے۔

Aslam buys new shoes on Eid.

4

5

غریب آدمی مشکل سے گزر بسر کرتا ہے۔

A poor man lives from hand to mouth.

5

6

امیر آدمی غریبوں کو حقارت کی نگاہ سے دیکھتا ہے۔

The rich man looks down upon the poor.

6

7

مرغیاں سارے سال انڈے دیتی ہیں۔

Hens lay eggs round the year.

7

8

9

آپ دسویں جماعت کو انگریزی پڑھاتے ہیں۔

میں تیرنا جانتا ہوں۔

You teach English to 10th class.

I know how to swim.

8

9

10

یہ لڑکا ہمیشہ شور کرتا ہے۔

This boy always makes a noise.

10

11

خدا ان کی مدد کرتا ہے جو اپنی مدد آپ کرتے ہیں۔

God helps those who help themselves.

11

12

ہم بنک سے ہر روز روپیہ نکلاتے ہیں۔

We draw money from the bank every day.

12

13

تم جھوٹے بہانے بناتے ہو۔

You make lame excuses.

13

14

ڈوبتے کو تنکے کا سہارا

A drowning man catches at a straw .

14

15

سورج مغرب میں غروب ہوتا ہے۔

The sun sets in the west.

15

Exercise B

1

ہم کبھی کبھی عجائب گھر جاتے ہیں۔

We go to Museum off and on.

1

2

بچے چڑیا گھر کی سیر سے لطف اٹھاتے ہیں۔

The children enjoy the visit to the zoo.

2

3

میرا دوست مجھے ہمیشہ صحیح مشورہ دیتا ہے۔

My friend always gives me right advice.

3

4

جو محنت کرتا ہے اسکا پھل پاتا ہے۔

One who works hard, gets its reward.

4

5

آپ ہر سال ہزار روپے آمدنی ٹیکس ادا کرتے ہیں۔

You pay Rs. 1000/- income tax every year.

5

6

میں بل کی ادائیگی ہر ماہ کی 10 تاریخ تک کر دیتا ہوں

I pay the bill upto 10th of every month.

6

7

یہ قصاب کم تو لتا ہے۔

This butcher gives a short measure.

7

8

یہ دکاندار گھٹیا مال بیچتا ہے۔

This shopkeeper sells sub standard goods.

8

9

لالچی آدمی کالا دھن کھاتا ہے۔

A greedy man lives on black money.

9

10

غریب ڈاکیا بڑی مشکل سے گزر بسر کرتا ہے۔

The poor postman lives from hand to mouth.

10

11

شکاری ہر پرندے پر نشانہ باندھتا ہے۔

The hunter aims at every bird.

11

12

ڈاکٹر مریض کو آرام کا مشورہ دیتا ہے۔

The doctor advises the patient to take rest.

12

13

کسان آجکل گندم کی فصل کاٹتا ہے۔

The farmer reaps the wheat crop these days.

13

14

وہ اچھے آدمیوں میں اٹھتا بیٹھتا ہے۔

He keeps the company of good people.

14

15

یہ شخص ہر آدمی کو دھوکہ دیتا ہے۔

This man deceives every one.

15

9. Use of "Do" and "Does"

کے بعد (Subject) فعل حال مطلق کے جملوں کو منفی بنانے کے لیے فاعل کا اضافہ کر دیا جاتا ہے۔ do یا does

(Subject + do/does + not+ 1st form + object.)

صرف واحد غائب کے جملوں میں استعمال ہوتا ہے۔ اس کے بعد پہلی does کا اضافہ نہیں کرتے۔ s, es فارم کے ساتھ سے پہلے لکھ (Subject) کو فاعل does یا do سوالیہ بنانے کے لئے دے تے ہیں۔

(Do/Does + subject + 1st form + object?)

EXERCISE A

1

وہ گناہ پر نہیں پچھتا تاہے۔

He does not repent on sin.

1

2

آپ اپنی غلطی کو تسلیم نہیں کرتے ہیں۔

You do not admit your fault.

2

3

غیر دلچسپ کتابیں ہاتھوں بات نہیں سکتی ہیں۔

Un-interesting books do not sell like hot cakes.

3

4

ستارے دن میں نہیں چمکتے ہیں۔

The stars do not shine during the day.

4

5

وہ میری بات نہیں سنتا ہے۔

He does not listen to me.

5

6

میں اس اجنبی کو نہیں پہچانتا ہوں۔

I do not recognise this stranger.

6

7

ہم آپ کو نہیں جانتے ہیں۔

We do not know you.

7

8

سب لڑکے شرارت نہیں کرتے ہیں۔

All the boys do not make a mischief.

8

9

دانا آدمی ایسی غلطی نہیں کرتا ہے۔

A wise man does not make such a mistake.

9

10

سورج زمین کے گرد چکر نہیں لگاتا ہے۔

The sun does not revolve around the earth.

10

11

چاند آج کل شام کو نمودار نہیں ہوتا ہے۔

The moon does not appear in the evening now-a-days.

11

12

لکڑی پانی میں نہیں ڈوبتی ہے۔

Wood does not sink in water.

12

13

لوہے کا ٹکڑا پانی پر نہیں تیرتا ہے۔

A piece of iron does not float on water.

13

14

اکبر کچھ جمع نہیں کرتا ہے۔

Akbar does not save anything.

14

15

ہم کسی کو خواہ مخواہ تنگ نہیں کرتے ہیں۔

We do not tease any one for nothing.

15

Exercise B

1

بچے آنکھ مچولی کہاں کھیلتے ہیں؟

Where do the children play hide and seek?

1

2

ڈاکیا اس گلی میں کب آتا ہے؟

When does the postman come in this street?

2

3

تم اس کے یہاں قیام پر کیوں اعتراض کرتے ہو؟

Why do you object his stay over here?

3

4

کیا بادل زور سے گرجتا ہے؟

Does the cloud thunder loudly?

4

5

کیا گرمیوں میں اولے پڑتے ہیں؟

Does it hail in summer?

5

6

وہ اپنی آمدنی سے زیادہ کیوں خرچ کرتا ہے؟

Why does he spend more than his income?

6

7

کیا وہ اپنے کیے پر شرم محسوس کرتا ہے؟

Does he feel ashamed of what he did?

7

8

کیا بشیرات گئے تک آوارہ گردی کرتا ہے؟

Does Bashir wander till late at night?

8

9

نسیم اپنے ماموں کے ہاں کتنا عرصہ ٹھہرتی ہے؟

How long does Nasima stay with her uncle?

9

10

فوج کہاں پڑاؤ کرتی ہے؟

Where does the army en-camp?

10

11

کیا آپ مٹھائیوں پر پھلوں کو ترجیح دیتے ہیں؟

Do you prefer fruit to sweets?

11

12

کیا لوگ وقت کو اہم سمجھتے ہیں؟

Do the people consider time important?

12

13

یہ طلبہ وقت کیوں ضائع کرتے ہیں؟

Why do these students waste time?

13

14

مرغ کب اذان دیتا ہے؟

When does the cock crow?

14

15

کیا آپ کی بیٹی بڑوں کا احترام کرتی ہے؟

Does your daughter respect her elders?

15

EXERCISE C

1

کیا وہ لومڑی کی مناسب قیمت طلب کرتا ہے؟

Does he demand a reasonable price for the fox?

1

2

کیڑے کا تاجر کم ناپ کیوں دیتا ہے؟

Why does a cloth merchant give short measure?

2

3

کیا تمام طلبہ ڈاک کے ٹکٹ جمع کرتے ہیں؟

Do all the students collect postage stamps?

3

4

کیا امیر آدمی دونوں باتھوں سے دولت لٹاتا ہے۔

Does the rich man burn the candle at both ends?

4

5

تم یہی سائیکل خریدنے پر اسرار کیوں کرتے ہو؟

Why do you insist on buying this bicycle?

5

6

کیا یہ لڑکی رات کو دیر سے سوتی ہے؟

Does this girl go to bed late at night?

6

7

پرندے کب چہچہاتے ہیں؟

When do the birds chirp?

7

8

عرس پر لوگ کیوں ناچتے اور گاتے ہیں۔

Why do the people dance and sing on 'Urs'?

8

9

کیا وہ کسی کی پرواہ نہیں کرتے؟

Do they not care for any one?

9

10

آپ کس قسم کے خواب دیکھتے ہیں؟

What kind of dreams do you see?

10

11

تم ترجمے کی مشقیں مجھے کیوں نہیں دکھاتے ہو؟

Why don't you show me exercises for Translation?

11

12

کیا وہ اپنی غلطی مانتا ہے؟

Does he admit his mistake?

12

13

کیا یہ جماعت اپنے کام میں دلچسپی لیتی ہے؟

Does this class take interest in its work?

13

14

کیا پاکستان میں بارش صرف موسم گرما میں ہوتی ہے؟

Does it rain only in summer in Pakistan?

14

15

پہاڑوں پر کس موسم میں برفیاری ہوتی ہے؟

In which season does the snow fall on mountains?

15

Present Continuous Tense (Active Voice)

(فعل حال جاری معروف)

اردو فقرے کے آخر پر ”رہا ہے، رہی ہے، رہے ہیں“ وغیرہ آتے علامت:

ہیں

is, am یا are انگریزی میں ترجمہ کرتے وقت فاعل کے ساتھ قاعدہ:

اضافہ ہوتا ہے۔ کا ing کے بعد فعل کی پہلی فارم کے ساتھ

(Subject + is/am/are + { 1st form+ing } + object.)

1

بوندنا باندی ہو رہی ہے۔

It is drizzling.

1

2

کنواں چل رہا ہے۔

The well is working.

2

3

میں اس وقت آرام کر رہا ہوں

I am taking rest at this time.

3

4

چولہے سے دھواں اٹھ رہا ہے۔

The smoke is rising out of hearth.

4

5

ہم پرانے سکے جمع کر رہے ہیں۔

We are collecting old coins.

5

6

مجھے چکر آرہے ہیں۔

I am feeling dizzy.

6

7

آپ اپنے دوست کو الوداع کہہ رہے ہیں۔
You are saying good bye to your friend.

7

8

وہ دریا میں غوطہ لگا رہا ہے۔
He is diving into the river.

8

9

بچے سخت شور مچا رہے ہیں۔
The children are making much noise.

9

10

اکبر گندم کاٹ رہا ہے۔
Akbar is reaping wheat .

10

11

عورت دودھ اُبال رہی ہے۔
The woman is boiling milk.

11

12

طلبہ سکول کو سجا رہے ہیں۔
The students are decorating school.

12

13

وہ مجھے ملنے آرہا ہے۔
He is coming to see me.

13

14

حکومت نئے سکول کھول رہی ہے۔
The government is opening new schools.

14

15

پاکستان دن دگنی رات چوگنی ترقی کر رہا ہے۔
Pakistan is making progress by leaps and bounds.

15

لگاتے ہیں not کے بعد is, am یا are منفی بناتے وقت
(Subject + is/am/are + not + { 1st form of the verb+ing } + object.)

Exercise

1

آپ مجھے اپنا پتہ نہیں بتا رہے ہیں۔
You are not telling me your address.

1

2

وہ جلوس کی قیادت نہیں کر رہا ہے۔
He is not leading the procession.

2

3

گورنر جلسے کی صدارت نہیں کر رہا ہے۔
The Governor is not presiding over the meeting.

3

4

وہ دیانتداری سے کام نہیں کر رہا ہے۔
He is not working honestly.

4

5

تم میری رائے پر نقطہ چینی نہیں کر رہے ہو۔
You are not criticising my opinion.

5

6

یہ افسر اپنے فرائض سے غفلت نہیں برت رہا ہے۔
This officer is not neglecting his duties.

6

7

مزدور کام سے جی نہیں چرا رہے ہیں۔
The labourers are not shirking work.

7

8

ہم پھول نہیں سونگھ رہے ہیں۔
We are not smelling flowers.

8

9

لڑکیاں جماعت میں اُونگھ نہیں رہی ہیں۔
The girls are not dozing in the class.

9

10

وہ اپنے گناہ پر شرمندہ نہیں ہو رہا ہے۔

He is not feeling ashamed of his sin.

10

11

باورچی کھانا نہیں پکا رہا ہے۔

The cook is not cooking food.

11

12

لڑکے گنے کارس نہیں پی رہے ہیں۔

The boys are not drinking the juice of sugar-cane.

12

13

عورت مرد کے لیے نہیں پکار رہی ہے۔

The woman is not calling for the man.

13

14

امجد کپڑے نہیں بدل رہا ہے۔

Amjad is not changing clothes.

14

15

عورت چکی نہیں چلا رہی ہے۔

The woman is not working on grinding stone.

15

سے پہلے لکھتے ہیں۔ (Subject) کو فاعل یا are, am یا is سوالیہ بناتے وقت
(Is/am/are + subject + { 1st form of the verb+ing } + object.)

Exercise

1

کیا چاند نکل رہا ہے؟

Is the moon rising?

1

2

کیا برے لڑکے بسوں پر پتھر پھینک رہے ہیں؟

Are the bad boys throwing stones at the buses?

2

3

کیا مزدور مٹی کھود رہے ہیں؟

Are the labourers digging earth?

3

4

تم اپنا مکان کیوں بیچ رہے ہو؟

Why are you selling your house?

4

5

کیا بشیر نیا موٹر سائیکل خرید رہا ہے؟

Is Bashir buying a new motor-cycle?

5

6

عورتیں کپڑے کہاں دھورہی ہیں؟

Where are the women washing clothes?

6

7

کتنے آدمی اس کاروبار میں شریک ہو رہے ہیں؟

How many people are sharing in this business?

7

8

تم بنک سے کتنا روپیہ نکلا رہے ہو؟

How much money are you drawing from the bank?

8

9

مجھے رات کے کھانے پر کون دعوت دے رہا ہے؟

Who is inviting me to dinner?

9

10

بے چارے پناہ گزیں کہاں جا رہے ہیں؟

Where are the poor refugees going?

10

11

کیا دکاندار گاہک سے زیادہ پیسے وصول کر رہا ہے؟

Is the shopkeeper over charging the customer?

11

12

تم کس کا پیغام لے کر جا رہے ہو؟

Whose message are you carrying?

12

13

ٹھکیدار کب سے کام شروع کر رہا ہے؟

When is the contractor starting work?

13

14

دروازہ کون کھٹکھٹا رہا ہے؟

Who is knocking at the door?

14

15

تم کون سا رسالہ پڑھ رہے ہو؟

Which magazine are you reading?

15

Present Perfect Tense "Active Voice"

(فعل حال مستقل)

اردو فقرے کے آخر پر ”چکا ہے، چکی ہے، چکے ہیں“ وغیرہ علامت: آتے ہیں

has کے ساتھ (Subject) انگریزی میں ترجمہ کرتے وقت فاعل قاعدہ: کے بعد فعل کی تے سری فارم have یا استعمال ہوتی ہے۔

(Subject + has/have + 3rd form of verb + object.)

1

کلاک نے چار بجائے ہیں۔

The clock has struck four.

1

2

امیدوار پرچہ حل کر چکے ہیں۔

The candidates have solved the paper.

2

3

مہمان خصوصی انعام تقسیم کر چکا ہے۔

The guest of honour has distributed the prizes.

3

4

پرنسپل نے طلبہ کو اسناد دے دی ہیں۔

The principal has given away certificates to the students.

4

5

ٹیمیں میچ کھیل چکی ہیں۔

The teams have played the match.

5

6

عدالت میرے حق میں فیصلہ دے چکی ہے۔

The court has decided in my favour.

6

7

بورڈ نے نتیجہ کا اعلان کر دیا ہے۔

The Board has declared the result.

7

8

چور گھر میں نقب لگا چکے ہیں۔

The thieves have broken into the house.

8

9

میں یہ تصویر بیچ چکا ہوں

I have sold this picture.

9

10

نسیمہ نے امتحان پاس کر لیا ہے۔

Nasima has passed the examination.

10

11

بشیر وظیفہ حاصل کر چکا ہے۔

Bashir has got scholarship.

11

12

تمام پرندے اڑ چکے ہیں۔

All the birds have flown away.

12

13

ہم بندوق چلا چکے ہیں۔

We have fired the gun.

13

14

میچ بغیر ہارجیت کے ختم ہو چکا ہے۔
The match has ended in a draw.

14

15

فوج نے قلعے پر قبضہ کر لیا ہے۔
The army has captured the fort.

15

لگایا جاتا ہے۔ تاہم فعل کی فارم not کے بعد have یا has منفی بناتے وقت

تے سری ہی رہتی ہے۔

(Subject + has/have+ not + 3rd form of verb + object.)

1

انہوں نے گم شدہ بچے کی تلاشی نہیں کی ہے۔
They have not searched for the lost child.

1

2

آپ نے میری درخواست منظور نہیں کی ہے۔
You have not accepted my application.

2

3

عدالت نے ملزم کی درخواست پر غور نہیں کیا ہے۔
The court has not considered the petition of the accused.

3

4

اس نے اپنی بیوی پر اعتماد نہیں کیا ہے۔
He has not trusted his wife.

4

5

چوکیدار اپنا فرض ادا نہیں کر چکا
The watchman has not done his duty.

5

6

تمام مہمان نہیں آچکے ہیں۔
All the guests have not arrived.

6

7

کھلاڑیوں کو سرد مشروب نہیں دے گئے ہیں۔

The players have not been served with cold drinks.

7

8

اچھے کھلاڑیوں کی حوصلہ افزائی نہیں کی گئی ہے۔

Good players have not been encouraged.

8

9

ہمارے دوست نے ہم سے مشورہ نہیں لیا ہے۔

Our friend has not consulted us.

9

10

سپاہی نے افسر کا حکم نہیں مانا ہے۔

The soldier has not obeyed the officer.

10

11

دشمن نے ہتھیار نہیں ڈالے ہیں

The enemy has not laid down the arms.

11

12

ہماری فوج نے پسپائی اختیار نہیں کی ہے۔

Our army has not retreated.

12

13

میرے دوستوں نے مجھے جانے نہیں دیا ہے۔

My friends have not let me go.

13

14

پولیس نے اسے رنگے ہاتھوں نہیں پکڑا ہے۔

The police have not caught him red-handed.

14

15

کامیاب امیدواروں کو اسناد نہیں دی گئی ہیں۔

The successful candidates have not been awarded certificates.

15

سے پہلے لگایا جاتا ہے۔ (Subject) کو فاعل have یا has سوالیہ بناتے وقت

تاہم فعل کی فارم تے سری ہی رہتی ہے۔

(Has/Have + subject + 3rd form of verb + object?)

1

کیا تم بازی جیت چکے ہو؟

Have you carried the day?

1

2

کیا تمہارے ساتھی بھاگ چکے ہیں؟

Have your companions run away?

2

3

ڈاکوں نے امیر آدمی کو کہاں لوٹا ہے؟

Where have the robbers robbed the rich man?

3

4

آپ نے میرے لیے ٹکٹ کیوں خریدا ہے؟

Why have you bought me a ticket?

4

5

اس بچے کو کس نے بگاڑا ہے؟

Who has spoiled this child?

5

6

لڑکی نے بوتل کیوں توڑ دی ہے؟

Why has the girl broken the bottle?

6

7

وہ چھت سے کیسے گرا ہے؟

How has he fallen from the roof?

7

8

کیا اسلم کی کھوئی ہوئی رقم واپس مل گئی ہے؟

Has Aslam recovered his lost money?

8

9

پولیس مکان میں کیوں داخل ہوئی ہے؟

Why has the police entered the house?

9

10

کیا جھیل میں پانی جم چکا ہے؟

Has water frozen in the lake?

10

11

تم نے استعفیٰ کیوں دے دیا ہے؟

Why have you resigned?

11

12

کیا اس نے بندوق بھر لی ہے؟

Has he loaded the gun?

12

13

آپ نے روپیہ کہاں رکھا ہے؟

Where have you kept the money?

13

14

کیا اس نے گاؤں ہمیشہ کے لیے چھوڑ دیا ہے؟

Has he left the village for ever?

14

15

کیا ہم نے اپنا دعویٰ ثابت کر دیا ہے؟

Have we proved our claim?

15

Present Perfect Continuous Tense

(فعل حال مکمل جاری)

اردو فقرے کے آخر پر ”رہا ہے، رہی ہے، رہے ہیں“ وغیرہ آتے علامت:

ہیں اور ساتھ میں وقت یا مدت دی ہوتی ہے۔

has کے ساتھ (Subject) انگریزی میں ترجمہ کرتے وقت فاعل قاعدہ:

ing فارم کے ساتھ کے بعد فعل کی پہلی have been یا been

لگانے جاتے ہیں۔ for یا since اضافہ ہوتا ہے آخر پر وقت یا مدت سے پہلے

(Subject+ has/have+been+[1st form of verb +

ing]+object+since/for+time)

1

اکبر کئی گھنٹے سے پہاڑے یاد کر رہا ہے۔

Akbar has been learning the tables for several hours.

1

2

تم چھ بجے سے دوستوں کو خط لکھ رہے ہو۔

You have been writing letters to your friends since six O' clock.

2

3

مریض دس منٹ سے چیخ رہا ہے۔

The patient has been crying for ten minutes.

3

4

ڈاکٹر دو گھنٹے سے مریض کا معائنہ کر رہا ہے۔

The doctor has been examining the patient for two hours.

4

5

چوکیدار پانچ گھنٹے سے پہرہ دے رہا ہے۔

The watchman has been keeping watch for five hours.

5

6

تم پانچ منٹ سے چاقو تیز کر رہے ہیں۔

you have been sharpening the knife for five minutes.

6

7

انجے نر دو ماہ سے پل بنا رہے ہیں۔

The Engineers have been constructing the bridge for two months.

7

8

نقشہ نویس ایک ہفتے سے عمارت کا نقشہ بنا رہے ہیں۔

The drafts man has been drawing building map for one week.

8

9

کھلاڑی کئی دن سے میچ کھیلنے کی تیاری کر رہے ہیں۔

The player have been preparing to play match for several days.

9

10

میں بدھ سے ٹی۔وی کی مرمت کر رہا ہوں۔

I have been repairing T.V. since Wednesday.

10

11

وہ 1983ء سے پنشن لے رہا ہے۔

He has been getting pension since 1983.

11

12

کچھ لوگ شام سے نمائش کا لطف اٹھا رہے ہیں۔

Some people have been enjoying exhibition since evening.

12

13

سب لوگ ایک گھنٹے سے ایک دوسرے سے بغل گیر ہو رہے ہیں۔

All the people have been embracing one another for an hour.

13

14

لڑکیاں سات بجے سے ہار بنا رہی ہیں۔

The girls have been making garlands since 7.0. clock.

14

15

تمام مسلمان یکم رمضان سے روزے رکھ رہے ہیں۔

All the Muslims have been fasting since first Ramzan.

15

کے بعد نہت کا اضافہ کر دیا جاتا ہے۔ - has یا have منفی بناتے وقت

(Subject +has / have+not+been+[1st form of verb +

ing]+object+since/for+time)

Exercise

1

لاہور میں کل سے بارش نہیں ہو رہی ہے۔

It has not been raining in Lahore since yesterday.

1

2

تالاب میں مینڈک شام سے نہیں ٹرا رہے ہیں۔

The frogs have not been croaking in the pond since evening.

2

3

ہم اپریل سے افواہوں پر یقین نہیں کر رہے ہیں۔

We have not been believing in rumours since April.

3

4

یہ آدمی صبح سے گھاس نہیں کاٹ رہا ہے۔

This man has not been cutting grass since morning.

4

5

کسان کئی ماہ سے نیا ٹریکٹر نہیں خرید رہا ہے۔

Farmer has not been buying new tractor for several months.

5

6

اصغر بیس دن سے جھوٹ نہیں بول رہا ہے۔

Asghar has not been telling a lie for twenty days.

6

7

میں دسمبر سے نیا ناول نہیں لکھ رہا ہوں۔

I have not been writing a new novel since December.

7

8

میرے دوست کئی سالوں سے تحفے نہیں بھیج رہے ہیں۔

My friends have not been sending gifts for several years.

8

9

مرغیاں جون سے انڈے نہیں دے رہی ہیں۔

The hens have not been laying eggs since June.

9

10

ہماری گائے سوموار سے دودھ نہیں دے رہی ہیں۔

Our cow has not been giving milk since Monday.

10

11

مرغ کل سے اذان نہیں دے رہا ہے۔

The cock has not been crowing since yesterday.

11

12

بیل دو دن سے چارہ نہیں کھا رہا ہے۔

The ox has not been eating fodder for two days.

12

13

اس کا بھائی چار روز سے نماز نہیں پڑھ رہا ہے۔

His brother has not been offering prayer for four days.

13

14

مریض دو دن سے دوائی نہیں لے رہا ہے۔

The patient has not been taking medicine for two days.

14

15

شیر سوموار سے مویشیوں پر حملہ نہیں کر رہا ہے۔

The lion has not been attacking the cattle since Monday.

15

کو فاعل سے پہلے لکھتے ہیں have یا has سوالیہ بناتے وقت

(Has/Have+subject+been+[1st form of verb+ing]+object+since/for+time?)

Exercise

1

کیا شام سے بارش ہو رہی ہے؟

Has it been raining since evening?

1

2

کیا ہجوم دوپہر سے نعرے لگا رہا ہے؟

Has the crowd been raising slogans since noon?

2

3

بچے صبح سے کتابیں کیوں خراب کر رہے ہیں؟

Why have the children been spoiling books since morning?

3

4

میرا بھائی کس کارخانے میں 11 تاریخ سے کام کر رہا ہے؟

In which factory has my brother been working since 11th instant?

4

5

کیا وہ بیس منٹ سے ناول پڑھ رہا ہے۔

Has he been reading novel for twenty minutes?

5

6

مزدور پانچ گھنٹے سے کہاں کام کر رہے ہیں؟

Where have the labourers been working for five hours?

6

7

سڑک بنانے والا انجن دو دن سے کس سڑک کی مرمت کر رہا ہے؟
Which road has the roler been repairing for two days?

7

8

کیا موسیقار منگل سے گیت گائے ہیں؟
Have the musicians been singing songs since Tuesday?

8

9

مالی کب سے نئے درخت لگا رہا ہے؟
Since when has the gardner been planting new trees?

9

10

دکاندار تین دن سے دکانیں کیوں سجا رہے ہیں؟
Why have the shopkeepers been decorating shops for three days?

10

11

کیا بچہ صبح سے کھلونوں سے کھیل رہا ہے؟
Has the child been playing with toys since morning?

11

12

کیا مریض چار دن سے نہیں نہا رہا ہے؟
Has the patient not been taking bath for four days?

12

13

کیا وہ دو ماہ سے تمہیں نصیحت کر رہا ہے؟
Has he not been advising you for two months?

13

14

کیا لوگ پانچ بجے سے جلوس میں شامل ہو رہے ہیں؟
Have the people been Joining procession since 5.O'clock?

14

Present Indefinite Tense (Passive Voice)

(فعل حال مطلق) (مجہول)

مجہول کا جملہ فاعل کی بجائے مفعول سے شروع ہوتا ہے اگر فاعل دیا گیا ہو
لکھا جاتا ہے۔ by تو اسے جملے کے آخر پر لکھتے ہیں اور اس سے پہلے

مجہول میں ہمے شہ فعل کی تے سری فارم استعمال ہوتی ہے اور اس سے پہلے
is/am/are میں سے مناسب امدادی فعل لگتا ہے۔
(is / am / are + 3rd form of verb)

Exercise A

1

یہاں ریڈیو کے لائسنس بنائے جاتے ہیں۔
Radio licences are issued here.

1

2

وہاں بائیسکل کرائے پر دئیے جاتے ہیں۔
Bicycles are given on hire there.

2

3

شاہ جمال روڈ پر جمعہ بازار لگایا جاتا ہے۔
Juma Bazar is held at Shah Jamal Road.

3

4

چوہر جی سے سڑک آسانی سے پار کی جا سکتی ہے۔
The road can be crossed easily at Chauburji.

4

5

اس دفتر سے سڑکوں کی تعمیر کا ٹھیکہ دیا جاتا ہے۔
The contract for construction of roads is given from this office.

5

6

تار گھر سے تار بھیجے جاتے ہیں۔
Telegrams are sent from the telegraph office.

6

7

یہاں بنے بنائے لباس فروخت ہوتے ہیں۔
Ready-made garments are sold here.

7

8

اس کارخانے میں پلاسٹک کے کھلونے بنائے جاتے ہیں۔
Plastic toys are made in this factory.

8

9

جوتے شیشے کی الماریوں میں رکھے جاتے ہیں۔
Shoes are exhibited in glass show - cases.

9

10

پھل سرد خانوں میں رکھے جاتے ہیں۔
Fruits are kept in a cold storage.

10

11

آم ملک سے باہر بھیجے جاتے ہیں۔
Mangoes are exported to other countries.

11

12

کئی ملکوں میں بوڑھے لوگوں کی دیکھ بھال کی جاتی ہے۔
Old people are looked after in many countries.

12

13

اس سکول میں یتیم بچوں کو وظائف دئیے جاتے ہیں۔
The orphan children are awarded scholarships in this school.

13

14

اس کالج میں اساتذہ کو تربیت دی جاتی ہے۔
Teachers are trained in this college.

14

15

بعض بیجوں سے تیل نکالا جاتا ہے۔
Oil is pressed out of certain seeds.

15

Exercise B

1

بری صحبت کیسے اختیار کی جاتی ہے۔
How is bad company adopted?

1

2

کیا جمعہ بازار میں سستی چیزیں بیچی جاتی ہیں؟
Are cheap goods sold in juma Bazar?

2

3

باغ سے سیب نہیں چرائے جاتے ہیں۔

Apples are not stolen from the orchard.

3

4

عدالت میں جھوٹ نہیں بولا جاتا ہے۔

Lie is not told in the court.

4

5

موٹر گاڑیاں کہاں نیلام کی جاتی ہیں؟

Where are motor-vehicles auctioned?

5

6

کیا ریلوے سٹیشن پر سامان تولا جاتا ہے؟

Is luggage weighed at the Railway station?

6

7

اس رجسٹر میں دستخط نہیں کیے جاتے ہیں۔

Signatures are not signed in this register.

7

8

ایسے برے آدمی کو معاف نہیں کیا جاتا ہے۔

Such a bad man is not forgiven.

8

9

مکان میں سفیدی کب کی جاتی ہے؟

When is the house white washed?

9

10

کیا روپیہ بینک میں جمع کیا جاتا ہے؟

Is money deposited in bank?

10

11

انعام کس کو دیا جاتا ہے؟

Who is given prize?

11

12

کس دریا پر پل باندھا جاتا ہے؟

Which river is bridged?

12

13

اس چھاپے خانے میں اشتہار نہیں چھاپے جاتے ہیں۔

Advertisements are not printed in this printing press.

13

14

کالج میں طلباء کب داخل کیے جاتے ہیں؟

When are the students admitted to the college?

14

15

آم یہاں سے لاہور نہیں بھیجے جاتے ہیں۔

Mangoes are not sent to Lahore from here.

15

16

کیا آپ کے سکول میں انگریزی اخبار پڑھا جاتا ہے۔

Is English news paper read in your school?

16

17

کمرہ امتحان میں نقل کیسے کی جاتی ہے؟

How is it cheated in the examination room?

17

18

کیا ہر سال گاؤں سجایا جاتا ہے؟

Is the village decorated every year?

18

19

بعض آدمی پہچانے نہیں جاتے ہیں۔

Some people are not recognized.

19

20

حمید کو کیا سزا دی جاتی ہے؟

What punishment is given to Hameed?

20

21

مجھے گھر سے کیوں نکالا جاتا ہے؟

Why am I turned out of the house?

21

22

کیا کتے کو رات کے وقت کھول دیا جاتا ہے؟

Is the dog unchained at night?

22

Present Continuous Tense (Passive Voice)

(فعل حال جاری (مجہول)

(is being / am being / are being+ 3rd form of verb)

1

کیڑا ہاتھ کھڈی پر بنا جا رہا ہے۔

Cloth is being weaved at hand loom.

1

2

گرم کیڑوں کو رفو کیا جا رہا ہے۔

Warm clothes are being darned.

2

3

اس بازار میں چیزیں مہنگی بک رہی ہیں۔

Things are being sold at high prices in this bazar.

3

4

وہاں غیر ملکی اشیاء دھڑا دھڑا بک رہی ہیں۔

Imported goods are being sold like hot cakes there.

4

5

اس شہر میں دو نئے بینک کھولے جا رہے ہیں۔

Two new banks are being opened in this city.

5

6

اجنبی آدمی کو دھوکا دیا جا رہا ہے۔

The stranger is being deceived.

6

7

طالب علم کو ایک مفید فلم دکھانی جا رہی ہے۔

The students are being shown a useful film.

7

8

کھیتوں کو ہموار کیا جا رہا ہے۔
The fields are being levelled.

8

9

پلوں کی مرمت کی جا رہی ہے۔
Bridges are being repaired.

9

10

بسوں کی تعداد میں اضافہ کیا جا رہا ہے۔
The number of buses is being increased.

10

11

پاکستان کے نئے نقشے تیار کیے جا رہے ہیں۔
New maps of Pakistan are being drawn.

11

12

رضیہ کو اعلیٰ تعلیم کے لیے بیرون ملک بھیجا جا رہا ہے۔
Razia is being sent abroad for higher studies.

12

13

نئی جماعتوں کے لیے نئی کتابیں خریدی جا رہی ہیں۔
New books are being bought for new classes.

13

14

یہاں ہر طرح کے کپڑے رنگے جا رہے ہیں۔
Every kind of cloth is being dyed here.

14

15

انگریزی میں خبریں نشر کی جا رہی ہیں۔
News in English is being broad- cast.

15

16

مجھے میرا وعدہ یاد دلایا جا رہا ہے۔
I am being reminded of my promise.

16

لکھا جاتا ہے not منفی بنانے کے لیے امدادی فعل کے بعد

سوالے بنانے کے لیے امدادی فعل کو فاعل سے پہلے لکھتے ہیں

Exercise

1

کیا اس دوکان پر ہر چیز مہنگی بیچی جا رہی ہے۔

Is every thing being sold dear at this shop?

1

2

کیا سائرن بجایا جا رہا ہے؟

Is the siren being sounded?

2

3

مجھے اعتماد میں نہیں لیا جا رہا ہے۔

I am not being taken into confidence.

3

4

بچوں کی تصویریں نہیں اتاری جا رہی ہیں۔

The children are not being Photographed.

4

5

چوزے ڈبے سے کیوں نکالے جا رہے ہیں؟

Why are the chickens being taken out of the box?

5

6

کیا افسر کو رشوت دی جا رہی ہے؟

Is the officer being bribed?

6

7

زخمی کی مرہم پٹی نہیں کی جا رہی ہے۔

The wounded is not being dressed.

7

8

ڈاکٹر مریض کا معائنہ کیوں نہیں کر رہے ہیں؟

Why is the patient not being examined by the doctors?

8

9

اپریشن کس کا کیا جا رہا ہے۔

Who is being operated upon?

9

10

چینی میں کیا ملا یا جا رہا ہے؟

What is being mixed in sugar?

10

11

کیا کیا سن کی فصل پر دوائی چھڑکی جا رہی ہے؟

Is medicine being sprayed on the cotton crops?

11

12

مجھے کام کرنے کی اجازت نہیں دی جا رہی ہے۔

I am not being allowed to work.

12

13

اسے کالج میں کب داخلہ مل رہا ہے؟

When is he being admitted in college?

13

14

بشیر کو سکول سے نہیں نکالا جا رہا ہے۔

Bashir is not being expelled from school.

14

15

کیا کالج ہال میں تقریری مقابلہ ہو رہا ہے؟

Is the speech contest being held in the college hall?

15

16

ڈرامہ کہاں کھیلا جا رہا ہے؟

Where is drama being palyed?

16

17

کیا کمپیوٹر کی تربیت یہاں دی جا رہی ہے؟

Is the training of computer being given here?

17

18

آم کس بھاؤ بک رہے ہیں؟

On what rate are mangoes being sold?

18

19

چاول تھوک کے بھاڑ نہیں خریدے جا رہے ہیں۔
Rice is not being bought at whole sale rate.

19

20

کیا سکول موسم گرما کی چھٹیوں کے لیے بند کئے جا رہے ہیں؟
Are the schools being closed for the summer vacation?

20

21

کیا ردی کی ٹوکری خالی کی جا رہی ہے؟
Is the dust bin being emptied?

21

22

کس کارخانے میں سلانی مشین بنائی جا رہی ہے؟
In which factory is sewing machine being made?

22

23

عدالت میں جھوٹ نہیں بولا جا رہا ہے۔
Lie is not being told in the court.

23

24

مجھ سے نفرت نہیں کی جا رہی ہے۔
I am not being hated.

24

25

تمام نالے کیوں کھولے جا رہے ہیں؟
Why are all the locks being unlocked?

25

26

معاشرے کے قانون کی خلاف ورزی کیوں کی جا رہی ہے؟
Why is social law being disobeyed?

26

27

کیا بزرگوں کا احترام کیا جا رہا ہے؟
Are the elders being respected?

27

28

کیا غریب طلباء کو رعایت نہینکی جا رہی ہے؟
Are the poor students not being granted concession?

28

29

مجھے دوائی کیوں نہیں پلائی جا رہی ہے؟
Why am I not being given medicine?

29

Present Perfect Tense (Passive Voice)

(فعل حال مکمل (مجہول)

(Has been / Have been + 3rd form of verb)

1

لیمپ روشن نہیں کیا جا چکے ہیں۔
The lamps have not been lighted.

1

2

کیا چھٹی کا اعلان نہیں کیا جا چکا ہے؟
Has holdiay not been declared?

2

3

وہ حراست میں نہین لیا جا چکا ہے؟
He has not been taken into custody?

3

4

اسے ملازمت سے بر طرف نہیں کیا جا چکا ہے۔
He has not been dismissed from service.

4

5

کیا اسکے کپڑے پھاڑ دئیے گئے ہیں
Have his clothes been torn out?

5

6

کیا سب طلبہ کو "اے" گریڈ دیا جا چکا ہے؟
Have all the students been awarded grade "A"?

6

7

مکان میں سفیدی کب کی جا چکی ہے۔
When has the house been white washed?

7

8

مجھے حمید کا پتہ نہیں بتایا گیا ہے۔

I have not been told the whereabouts of Hameed.

8

9

کیا مشین کو تیل دیا جا چکا ہے؟

Has the machine been oiled?

9

10

غریبوں کو کہاں کھانا کھلایا گیا ہے؟

Where have the poor been fed?

10

11

○خراب سیب کھانے نہیں جا چکے ہیں۔

Rotten apples have not been eaten.

11

12

گھر میں نقب نہیں لگائی جا چکی ہے۔

The house has not been broken into.

12

13

کیا امیروں سے ٹیکس وصول کیا جا چکا ہے؟

Has tax been collected from the rich?

13

14

پھٹے ہوئے نوٹوں کو جوڑا نہیں جا چکا ہے۔

Torn notes have not been mended?

14

15

بچے کو سلا یا نہیں جا چکا ہے۔

The baby has not been put to bed.

15

16

کیا ان کا عطیہ وصول ہو چکا ہے؟

Has their donation been received?

16

17

امیدواروں کو رول نمبر کیوں جاری نہیں کیے جا چکے ہیں؟

Why have the candidates not been issued roll numbers?

17

18

کیا تمام ووٹروں کے نام رجسٹر میں درج کیے جا چکے ہیں؟

Have the names of all the voters been registered?

18

19

اس امیدوار کو ایک ووٹ بھی نہیں دیا گیا ہے۔

This candidate has not been cast a single vote.

19

20

اس فیصلے پر اتفاق نہیں ہو چکا ہے۔

This decision has not been agreed upon.

20

21

کیا اجنبی کی رہنمائی کی جا چکی ہے؟

Has the stranger been guided?

21

22

کیا تمام گواہوں کو بلایا جا چکا ہے؟

Have all the witnesses been summoned?

22

23

جلسہ ملتوی کیوں کیا جا چکا ہے؟

Why has the meeting been postponed?

23

24

کیا ڈوبی ہوئی کشتی دریا سے نکالی جا چکی ہے؟

Has the sunken boat been pulled out of the river?

24

25

کیا شیر پنجرے میں بند کیا جا چکا ہے۔

Has the lion been caged?

25

26

پرندے کے پر نہیں کاٹے جا چکے ہیں۔

The feathers of birds have not been clipped.

26

27

کتے کو کونٹوں سے نہین نکالا جا چکا ہے۔

The dog has not been pulled out of the well.

27

28

کیا سب لڑکوں کا جرمانہ معاف کیا جا چکا ہے؟

Has the fine of all the boys been remitted?

28

29

آپ کے خط کا جواب نہیں دیا جا چکا ہے۔

Your letter has not been replied.

29

30

بنک سے روپیہ کیسے نکلوایا جا چکا ہے؟

How has the money been drawn from the bank?

30

Past Indefinite Tense (Active Voice)

(فعل ماضی مطلق (معروف

اردو فقرے کے آخر پر ”تاتھا، تی تھی، تے تھے“ یا (ی، ے، یا) علامت:

وغیرہ آتے ہیں

کے ساتھ فعل (Subject) انگریزی میں ترجمہ کرتے وقت فاعل قاعدہ:

کی دوسری فارم لکھے جاتی ہے۔

(Subject + 2nd form of verb + object.)

1

لوگوں نے باغ میں جلسہ کیا۔

The people held meeting in the garden.

1

2

مزدوروں نے جلوس نکالا

The labourers took out procession.

2

3

طلبہ نے نعرے لگائے۔

The students raised slogans.

3

4

کلر کوننے ہڑتال کی۔

The clerks went on strike.

4

5

ہم نے آپکا انتظار کیا۔

We waited for you.

5

6

انہوں نے ہمارے مشورے پر عمل کیا۔

They acted upon our advice.

6

7

مجھے آپکا خط مل گیا۔

I got your letter.

7

8

استاد نے طالبعلم کو سزا دی

The teacher punished the student.

8

9

ہیڈ ماسٹر نے شرارتی لڑکے کو جرمانہ کیا۔

The Head master fined the naughty boy.

9

10

مزدوروں نے ہڑتال کھول دی

The labourers called the strike off.

10

11

نیک عورت نے یتیم بچے کی پرورش کی۔

The pious woman brought up the orphan child.

11

12

آپ نے میرے بھائی کی دیکھ بھال کی۔

You looked after my brother.

12

13

ڈاکٹر نے مریض کا آپریشن کیا۔

The doctor operated upon the patient.

13

14

مسافروں نے جنگل میں آگ لگائی۔

The passengers set the jungle on fire.

14

Use of (did)

لکھا did not فعل ماضی مطلق کے جملے کو منفی بناتے وقت فاعل کے بعد جاتا ہے اور فعل کی پہلی فارم لکھے جاتی ہے۔
فاعل سے پہلے آتا ہے اور فاعل کے بعد فعل کی پہلی did سوالیہ بناتے وقت فارم استعمال ہوتی ہے۔

(Subject + did not + 1st form of verb + object.)

(Did + subject + 1st form of verb + object?)

Exercise A

1

اس نے تمہاری تلخ باتوں کا برا نہ مانا۔

He did not mind your bitter words.

1

2

انہوں نے اپنے دوست کا ساتھ نہ دیا۔

They did not stand by their friends.

2

3

کیا تمہارے بھائی نے تمہارا ہاتھ بٹایا؟

Did your brother lend your hand?

3

4

آپ نے پاگل کتا کہاں دیکھا؟

Where did you see the mad dog?

4

5

مجید نے اپنے چھوٹے بھائی کی پرورش نہ کی۔

Majeed did not bring his younger brother up.

5

6

مزدور نے اتنا بوجھ کیسے اٹھایا؟

How did the labourer carry so much load?

6

7

ڈاکٹر نے ٹیکہ کس کو لگایا؟

Whom did the doctor inject?

7

8

وہ کراچی کب پہنچے؟

When did they reach karachi?

8

9

کیا تم گھر خیریت سے پہنچے؟

Did you reach your home safe and sound?

9

10

ہم نے تمام تاریخی مقامات کی سیر نہ کی؟

We did not visit all the historical buildings.

10

11

ہوائی جہاز نے پونے آٹھ بجے پرواز شروع کی؟

The aeroplane started flying at quarter to eight.

11

12

میرا خط کس نے پڑھا

Who read my letter?

12

13

میرے بھائی نے مجھے ریلوے اسٹیشن پر خدا حافظ نہ کہا۔

My brother did not say me good bye at railway station.

13

14

موچی نے میرا جوتا مرمت کیوں نہ کیا؟

Why did the cobbler not repair my shoe?

14

15

دروازہ کس نے کھٹکھٹایا؟

Who Knocked at the door?

15

Exercise B

1

انہوں نے ہماری دعوت قبول نہ کی

They did not accept our invitation.

1

2

کیا تمہارے دوستوں نے تمہاری کامیابی پر مبارکباد دی؟

Did your friends congratulate you on your success?

2

3

کمرے میں جھاڑ و کس نے دیا؟

Who swept the room?

3

4

انہوں نے تمہارا استقبال کیسے کیا؟

How did they receive you?

4

5

کیا تمہارے دوستوں نے یہ کھیل پسند کیا؟

Did your friends like this game (play)?

5

6

اس نے اپنی تمام جائیداد فروخت نہ کی۔

He did not sell whole of his property.

6

7

باورچی نے چاول کس طرح پکائے؟

How did the cook cook rice?

7

8

میں نے اپنے والد کو ہوائی ڈاک سے خط نہ بھیجا

I did not send a letter to my father by air mail.

8

9

کیا افسر نے اپنے چپڑاسی کو تبدیل نہ کیا؟

Did the officer not transfer his peon?

9

10

مجید نے دونوں ہاتھوں سے دولت کیوں اڑائی

Why did Majeed burn the candle at both ends?

10

11

کیا مجسٹریٹ نے اسے رنگے ہاتھوں پکڑ لیا؟

Did the magistrate catch him red handed?

11

12

ہوائی جہاز اڈے پر کب اترا؟

When did the plane land on the airport?

12

13

کیا تم نے پرواز سے لطف اٹھایا

Did you enjoy the flight?

13

14

مال گاڑی مسافر گاڑی سے کہاں ٹکرائی؟

Where did the goods train collide with passenger train?

14

15

تم نے مجھے فیصلہ سے آگاہ نہ کیا۔

You did not inform me of the decision.

15

Past Continuous Tense (Active Voice)

اردو فقرے کے آخر پر ”رہا تھا، رہی تھی، رہے تھے“ وغیرہ علامت:

آتے ہیں۔

کے was یا were انگریزی میں ترجمہ کرتے وقت فاعل کے ساتھ قاعدہ:

ing کا بعد فعل کی پہلی فارم کے ساتھ اضافہ ہوتا ہے۔

(Subject + was/were + { 1st form+ing } + object.)

1

تم کہانی سنا رہے تھے۔

You were telling a story.

1

2

وہ اپنی گاڑی بے چ رہے تھے۔

They were selling their car.

2

3

وہ سخت رو رہی تھی۔

She was weeping bitterly.

3

4

ہم گہری نیند سو رہے تھے۔

We were sleeping soundly.

4

5

گھوڑے کھیت میں چر رہے تھے۔

Horses were grazing in a field.

5

6

کتا رات کو بھونک رہا تھا۔

The dog was barking at night.

6

7

بچے شور مچا رہے تھے۔

Children were making a noise.

7

8

کچھ بچے سوکھے پتے اکٹھے کر رہے تھے۔

Some boys were collecting dry leaves.

8

9

اس کا بھائی مل میں کام کر رہا تھا

His brother was working in a mill.

9

10

میرا والد اپنے دوستوں کا انتظار کر رہا تھا۔

My father was waiting for his friends.

10

11

صبح بارش ہو رہی تھی۔

It was raining in the morning.

11

12

لوگ پتنگ اڑا رہے تھے۔

People were flying kites.

12

13

بوڑھا کمرے میں اونگھ رہا تھا۔

The old man was dozing in the room.

13

14

ہم دوپہر کے وقت خبریں سن رہے تھے۔

We were listening to the news at noon.

14

15

وہ تیز دوڑ رہا تھا۔

He was running fast.

15

کا اضافہ کر دے تے ہیں۔ not کے بعد were یا was منفی بنانے کے لیے
(Subject + was/were + [1st form of verb+ing]+object.)

1

مینکتاب سے نقل نہیں کر رہا تھا۔

I was not copying from book.

1

2

اسلم کرکٹ نہیں کھیل رہا تھا۔

Aslam was not playing cricket.

2

3

لڑکے گیت نہیں گا رہے تھے۔

The boys were not singing songs.

3

4

نوکر فرنیچر کو نہیں جھاڑ رہا تھا۔

The servant was not dusting furniture.

4

5

میں آپ سے مذاق نہیں کر رہا تھا۔

I was not cutting jokes with you.

5

6

پانی کی سطح بلند نہیں ہو رہی تھی۔

The surface of water was not rising.

6

7

کسان مارچ میں فصل نہیں کاٹ رہے تھے۔

The peasants were not harvesting the crop in March.

7

8

طالب علم کشتی نہیں چلا رہے تھے۔

The students were not rowing boat.

8

9

سقاء پانی نہیں چھڑک رہا تھا۔

The water carrier was not sprinkling water.

9

10

ڈرائیور کا رتیزی سے نہیں چلا رہا تھا۔

Driver was not driving car fast.

10

11

دشمن دریا کو عبور نہیں کر رہا تھا۔

The enemy was not crossing the river.

11

12

میں ملازمت کے اس کی سفارش نہیں کر رہا تھا۔

I was not recommending him for a job.

12

13

وہ اپنے بھائی کو نہیں مار رہا تھا۔

He was not beating his brother.

13

14

نوکر بھانے نہیں بنا رہا تھا۔

The servant was not making false excuses.

14

15

کئی طالب علم مباحثے میں حصہ نہیں لے رہے تھے۔

Many students were not taking part in debate.

15

کو فاعل سے پہلے لکھ دیتے ہیں۔ یا were یا was سوالیہ بنانے کے لئے
(Was/Were + subject + [1st form of verb+ing]+object?)

1

کیا تم بالوں میں کنگھی کر رہے تھے؟

Were you combing your hair?

1

2

وہ کس کی جرابیں رفو کر رہی تھی۔

Whose socks was she darning?

2

3

کیا وہ آگ جلا رہے تھے؟

Were they lighting a fire?

3

4

لڑکے آپس میں کیوں جھگڑ رہے تھے؟

Why were the boys quarrelling among themselves?

4

5

وہ کس بنک میں روپیہ جمع کروا رہے تھے؟

In which bank were they depositing money?

5

6

شیر صبح کہاں گرج رہا تھا؟

Where was the lion roaring in the morning?

6

7

کیا وہ استاد کو توجہ سے سن رہے تھے؟

Were they listening to their teacher attentively?

7

8

کتنے آدمی باغ میں جمع ہو رہے تھے؟

How many men were gathering in the garden?

8

9

بس پر پتھر کون پھینک رہا تھا؟

Who was throwing stones at the bus?

9

10

ڈاکٹر مریض کا معائنہ کہاں کر رہا تھا؟

Where was the doctor examining the patient?

10

11

آپ کے مکان کی مرمت کون کر رہا تھا؟

Who was repairing your house?

11

12

پولیس جلوس کو کیوں منسٹر کر رہی تھی؟

Why was the police dispersing the procession?

12

13

لوگ کس کا انتظار کر رہے تھے؟

Whom were the people waiting for?

13

14

کیا لوگ جلدی جلدی اسٹیشن پر پہنچ رہے تھے؟

Were the people hurrying to the station?

14

15

مزدور کام کب مکمل کر رہے تھے؟

When were the labourers completing work?

15

Past Perfect Tense (Active Voice)

اردو فقرے کے آخر پر ”چکا تھا، چکی تھی، چکے تھے“ وغیرہ علامت:

آتے ہیں۔

کے بعد فعل had انگریزی میں ترجمہ کرتے وقت فاعل کے ساتھ قاعدہ:

کی تے سری فارم کا اضافہ ہوتا ہے۔

(Subject + had + 3rd form of vrb + object.)

1

مے رے گھر آنے سے پہلے مے را بے ٹا سکول جا چکا تھا۔
My son had gone to school before I came home.

1

2

لڑکیاں پہلے ہی گے ت گا چکی تھیں۔
The girls had already sung songs.

2

3

گاہک کے آنے سے پہلے دھوبی کپڑے استری کر چکا تھا۔
The washerman has pressed the clothes before the customer came.

3

4

ڈاکٹر کے آنے سے پہلے مرے مرض مر چکا تھا۔
The patient had died before the doctor came.

4

5

رے فری کے سے ٹی بجانے سے پہلے ٹے میں مے دان میں اتر چکی تھیں۔
The teams had reached the play ground before the referee whistled.

5

6

امتحان شروع ہونے سے پہلے تمام امے دوار کمرئہ امتحان میں آچکے تھے۔
All the candidates had entered the examination hall before the paper began.

6

7

سورج نکلنے سے پہلے لڑکے پھول توڑ چکے تھے۔
The boys had plucked the flowers before the sun rose.

7

8

ہم ے خبر پہلے بے سن چکے تھے۔
We had already heard this news.

8

9

بس آنے سے پہلے ہم بس سٹاپ پر پہنچ چکے تھے۔
We had reached the bus stop before the bus came.

9

10

پولیس کے آنے سے پہلے مجرم بھاگ چکا تھا۔

The criminal had run away before the police reached.

10

کا اضافہ کر دیتے ہیں۔ not کے بعد had منفی بنانے کے لیے

(Subject + had+not+3rd form of verb+object.)

کو فاعل سے پہلے لکھ دیتے ہیں۔ had سوالیہ بنانے کے لیے

(Had +subject+3rd form of verb+object?)

Exercise A

1

کیا تمہارا بھائی یہ امتحان پہلے ہی پاس کر چکا تھا؟

Had your brother already passed this examianation?

1

2

میں نے اتنا خوبصورت جانور پہلے نہیں دیکھا تھا۔

I had not seen such a beautiful animal before.

2

3

کیا مدد ملنے سے پہلے زخمی مر چکا تھا؟

Had the injured died before he received help?

3

4

تمہارے پہنچنے سے پہلے وہ سکول نہیں گیا تھا۔

He had not gone to school before you reached.

4

5

سورج پانچ بجے سے پہلے غروب نہیں ہوتا تھا۔

The sun had not set before 5.0'clock.

5

6

پولیس کے آنے سے پہلے لوگوں نے چور کو کیوں نہیں پکڑا تھا؟

why had the people not caught the thief before the police came?

6

7

جب میں اسٹیڈیم پہنچا تو میچ ختم ہو چکا تھا۔

The match had eneded when I reached the stadium.

7

8

کیا گاڑی چھ بجے سے پہلے روانہ ہو چکی تھی؟

Had the train left before 6 o' clock?

8

9

ان بچوں نے کبھی شیر نہیں دیکھا تھا۔

These children had never seen a lion.

9

10

کیا اسکی پیدائش سے پہلے اسکا باپ مر چکا تھا؟

Had his father died before his birth?

10

11

حمید نے قرضہ اب تک کیوں واپس نہیں کیا تھا؟

Why had Hameed not repaid the loan till now?

11

12

کیا تم نے میرے آنے سے پہلے ناول ختم کر لیا تھا؟

Had you finished the novel before I came?

12

13

کیا طلبہ وقت سے پہلے ہی پرچہ حل کر چکے تھے؟

Had the students solved the paper before time?

13

14

مہمان وہاں شام ہونے سے پہلے نہیں پہنچے تھے۔

The guests had not reached there before evening came.

14

15

میرے سکول میں داخل ہونے سے پہلے چپڑاسی نے گھنٹی نہیں بجائی تھی۔

The peon had not rung the bell before I entered the school.

15

Exercise B

1

وہ اس سے پہلے گاڑی میں سوار نہیں ہوا تھا۔

He had not boarded on the train before this.

1

2

سیلاب آنے کے بعد لوگ گاؤں چھوڑ کر کہاں چلے گئے؟

Where had the people left the village for after the flood came?

2

3

کیا پولیس کے پہنچنے سے پہلے چور لُقب لگا چکا تھا؟

Had the thief broken into the house before the police reached?

3

4

زلزلہ سے پہلے آندھی نے چھتیں نہیں اڑانی تھیں۔

The wind storm had not blown the roofs away before the earth quake.

4

5

میری تقریر سے پہلے کس نے تقریر کی تھی؟

Who had made a speech before my speech?

5

6

کیا تم تاریخ اسلام پہلے ہی پڑھ چکے تھے؟

Had you already studied the history of Islam?

6

7

ہم نے ایسا خوفناک سانپ پہلے نہیں دیکھا تھا۔

We had not seen such a terrible snake before.

7

8

تم نے ایسا حیرت انگیز نظارہ پہلے نہیں دیکھا تھا۔

You had not seen such a wonderful scene before.

8

9

میں نے ایسی دلچسپ کہانی نہیں سنی تھی۔

I had not listened such an interesting story.

9

10

انہوں نے ایسا دلکش نظارہ کبھی نہیں دیکھا تھا۔

They had never seen such an attractive sight.

10

11

کیا موٹر کار خریدنے سے پہلے وہ کافی روپیہ بچا چکا تھا
Had he saved money before he bought car?

11

12

سورج نکلنے سے پہلے شکاری جال نہیں بچھا چکا تھا۔
The hunter had not spread the net before the sun rose.

12

13

کیا ریچھ کے پہنچنے سے پہلے وہ درخت پر چڑھ چکا تھا؟
Had he climbed up the tree before the bear reached?

13

14

انسپیکٹر کے آنے سے پہلے کوئی سکول سے باہر نہیں گیا تھا۔
None had gone out of the school before the inspector came.

14

15

کیا مہمانوں کے آنے سے پہلے تم گھر سجا چکے تھے؟
Had you decorated the house before the guests arrived?

15

16

جب میں گھر سے نکلا تو سورج غروب نہیں ہوا تھا۔
The sun had not set when I came out of the hosue.

16

Past Perfect Continuous (Active Voice)

"Affirmative" Use of "for" and "since" with "had been"

1

لوگ دو گھنٹے سے آگ بجھا رہے تھے۔
The people had been putting out the fire for two hours.

1

2

تم تین دن سے مضمون لکھ رہے تھے۔
You had been writing essay for three days.

2

3

میں دوپہر سے تمہارا آپکا انتظار کر رہا تھا

I had been waiting for you since noon.

3

4

آپ مارچ سے چینی کا کاروبار کر رہے تھے۔

You had been dealing in sugar since March.

4

5

حمید تین ماہ سے باغ لگا رہا تھا۔

Hameed had been planting garden for three months.

5

6

کتے شام سے بھونک رہے تھے۔

The dogs had been barking since evening.

6

7

گڈڑ 25 منٹ سے چیخ رہے تھے۔

The jackals had been howling for twenty five minutes.

7

8

مرغ صبح سے اذان دے رہا تھا۔

The cock had been crowing since morning.

8

9

موچی منگل سے جوتا تیار کر رہا تھا۔

The cobbler had been preparing shoes since Tuesday.

9

10

وہ دو دن سے خیرات دے رہا تھا۔

He had been giving alms for two days.

10

11

گھڑی ساز 11 بجے سے میری گھڑی مرمت کر رہا تھا۔

The watch maker had been repairing my watch since 11 o'clock.

11

12

ایک گھنٹے سے بوندا باندی ہو رہی تھی۔

It had been drizzling for an hour.

12

13

طلباہ پندرہ منٹ سے شور مچا رہے تھے۔

The students had been making a noise for 15 minutes.

13

14

لڑکیاں پانچ بجے سے گیت گار رہی تھیں۔

The girls had been singing songs since 5 o'clock.

14

15

بچے آدھے گھنٹے سے کاغذ کی کشتیاں بنا رہے تھے۔

Children had been making paper - boats for half an hour.

15

Exercise

1

تمہارا بھائی کئی دنوں سے گھر کا کام نہیں کر رہا تھا۔

Your brother had not been doing home work for many days.

1

2

ڈاکہ اتوار سے اپنے حلقے کی چٹھیاں نہیں لا رہا تھا۔

The post man had not been bringing letters of his beat since Sunday.

2

3

بچہ سات بجے سے دودھ نہیں پی رہا تھا۔

The child had not been drinking milk since 7 o'clock.

3

4

ماہی گیر سوموار سے مچھلیاں نہیں پکڑ رہے تھے۔

The fishermen had not been catching fish since Monday.

4

5

مزدور چھ اکتوبر سے کنواں نہیں کھود رہے تھے۔

The labourers had not been digging the well since 6th October.

5

6

لڑکا دو گھنٹے سے کھلونا لینے کے لیے اصرار کر رہا تھا۔

The boy had been insisting to get toy for two hours.

6

7

بکریاں صبح سے کھیتوں میں نہیں چر رہی تھی

The goats had not been grazing in the fields since morning.

7

8

طالب علم پچھلے کئی دنوں سے سکول میں حاضر نہیں ہو رہا تھا۔

The student had not been attending the school for the last several days.

8

9

صحرا میں دو سال سے بارش نہیں ہو رہی تھی۔

It had not been raining in the desert for two years.

9

10

نوکرانی صبح سے صفائی نہیں کر رہی تھی۔

The maid - servant had not been cleaning the house since morning.

10

11

نجمہ پانچ دن سے کھانا نہیں کھا رہی تھی۔

Najma had not been eating food for five days.

11

12

کسان کل سے کھیتوں میں کام نہیں کر رہا تھا۔

The farmer had not been working in the fields since yesterday.

12

13

ہم ایک ہفتے سے اس درخواست پر غور نہیں کر رہے ہیں۔

We had not been considering this application for one week.

13

14

ریل گاڑیاں پندرہ دن سے لیٹ نہیں آ رہی تھیں۔

The Trains had not been arriving Late for fifteen days.

14

15

میں مئی سے اس دفتر میں کام نہیں کر رہا تھا۔

I had not been working in this office since May.

15

Exercise

1

کیا چاند شام سے چمک رہا تھا؟

Had the moon been shining since evening?

1

2

کیا میاندار تین گھنٹے سے دوڑیں بناتا رہا تھا؟

Had Miandad been scoring runs for three hours?

2

3

کیا جہانگیر 1980ء سے سکرائٹس کے میچ جیت رہا تھا؟

Had Jahangir been winning squash matches since 1980?

3

4

تمہارا بھائی کب سے میزبانی کرتا رہا تھا؟

Since when had your brother been palying host?

4

5

کیا تم دو دن سے برفباری سے لطف اندوز ہوتے رہے تھے؟

Had you been enjoying snowfall for two days?

5

6

کیا کتا تمہیں پانچ منٹ سے کاٹتا رہا تھا؟

Had the dog been biting you for five minutes?

6

7

کیا یہ ڈاکیا اس حلقے کی چٹھیاں 1983ء سے لا رہا تھا؟

Had this postman been bringing letters of this beat since 1983?

7

8

کیا اسکا بھائی پانچ ماہ سے اس دفتر میں ملازمت نہیں کر رہا تھا؟

Had his brother not been serving in this office for five months?

8

9

مزدور کتنے دنوں سے کنواں کھود رہے تھے؟

For how many days had the labourers been digging the well?

9

10

ڈرائیور تین دن سے کار کیسے چلاتا رہا تھا؟

How had the driver been driving car for three days?

10

11

چیڑاسی کتنی دیر سے گھنٹی بجاتا رہا تھا؟

For how much time had the peon been ringing the bell?

11

12

وہ کب سے پھل بیچ رہا تھا؟

For how long had he been selling fruit?

12

13

کیا وہ نو بجے سے سڑک کے کنارے کھڑا رہا تھا؟

Had he been standing along the roadside since 9 o'clock?

13

14

تمہارے گھر بدھ سے کون پتھر پھینکتا رہا تھا۔

Who had been throwing stones at your house since wednesday?

14

15

کیا تمہارا بھائی دو ہفتے سے تمہیں نصیحت کر رہا تھا؟

Had your brother not been advising you for two weeks?

15

Past Indefinite Tense (Passive Voice)

use of "was" and "were" with third form of verb

1

شیر پنجرے میں ڈال گیا۔

The lion was put into the cage.

1

2

دروازہ بہت دفعہ کھٹکھٹایا گیا۔

The door was knocked at several times.

2

3

چٹھی پر کم مالیت کا ٹکٹ لگایا گیا۔

The letter was understamped

3

4

گرم دودھ پیا گیا

Hot milk was drunk.

4

5

لیڈر کو ہار پہنا یا گیا

the leader was garlanded.

5

6

کام وقت سے پہلے مکمل کر لیا گیا

The work was completed before time.

6

7

بسنت کے موقع پر پتنگیں اڑائی گئیں

Kites were flown on the occasion of Basant.

7

8

زخمی کو وقت پر مدد دی گئی

The wounded was given aid in time

8

9

بچوں کو مٹھائی تقسیم کی گئی

Sweet was distributed among the children.

9

10

اس کو کامیابی پر مبارک دی گئی

He was congratulated on his success.

10

11

اونٹوں پر بوجھ لا دا گیا۔

The camels were loaded.

11

12

گھوڑے کو لگام دی گئی۔

The horse was bridled.

12

13

جائیداد سب بھائیوں میں تقسیم کر دی گئی۔

The property was distributed among all the brothers.

13

14

تھا نے پر بلہ بول دیا گیا۔

The police station was attacked.

14

15

افسر کا گرم جوشی سے استقبال کیا گیا۔

The officer was received warmly.

15

Exercise

1

آم کیسے چوری کیے گئے؟

How were mangoes stolen?

1

2

کتنے سنگترے توڑے گئے؟

How many oranges were picked?

2

3

کس بینک کو لوٹا گیا؟

Which bank was robbed?

3

4

بند کہاں باندھا گیا؟

Where was the embankment Laid?

4

5

کتا رات کو نہ باندھا گیا

The dog was not chained at night.

5

6

ناشتہ وقت پر نہ کیا گیا۔

Breakfast was not taken in time.

6

7

دیوار نہ گرائی گئی

The wall was not fallen.

7

8

کار مینکسی کو نہ لایا گیا

None was brought in the car.

8

9

بے چارے مریض کو ٹیکہ نہ لگایا گیا

The poor patient was not given an injection.

9

10

کیا غریب آدمی سے نفرت کی گئی؟

Was the poor man hated?

10

11

یہ راز کس کو نہ بتایا گیا؟

To whom was this secret not told?

11

12

جنگل سے کوئی درخت نہ کاٹا گیا

No tree was cut down from the forest.

12

13

قفل کس طرح توڑا گیا؟

How was the lock broken?

13

14

چائے اس وقت کیوں بنائی گئی

Why was tea made at this time?

14

15

مردے کو کہاں دفن کیا گیا۔

Where was the dead body buried?

15

16

مجھے اطلاع نہ دی گئی۔

I was not informed.

16

17

ملزم کو دو سال کی قید نہ دی گئی۔

The accused was not imprisoned for two years.

17

18

پٹاخے کہاں جلانے گئے؟

Where were the crackers fired at?

18

19

رقم کیسے کھو گئی؟

How was the money lost?

19

20

نیا اسکول کہاں کھولا گیا؟

Where was the new school opened?

20

21

اسے اس قدر کیوں پیٹا گیا؟

Why was he beaten too much?

21

22

قاتل کو پھانسی کیوں نہ دی گئی؟

Why was the murderer not sentenced to death?

22

23

حاجی کی تلاشی نہ لی گئی؟

The pilgrim was not searched.

23

24

اس لڑکے کو معاف نہ کیا گیا۔
This boy was not forgiven.

24

25

بشیر کو کالج میں داخل نہ کیا گیا۔
Bashir was not given admission in the college.

25

Past Continuous Tense (Passive Voice)

Use of "was" and "were" followed by or "being"

1

کنوئیں سے پانی نکالا جا رہا تھا۔
Water was being drawn from the well.

1

2

تمام کمروں میں سفیدی کی جا رہی تھی۔
All the rooms were being white washed.

2

3

سامان کی پڑتال کی جا رہی تھی۔
The luggage was being checked.

3

4

غریب آدمی کو ستایا جا رہا تھا۔
The poor man was being teased.

4

5

جوئے پالش کیے جا رہے تھے۔
Shoes were being polished.

5

6

معاهدے پر دستخط کیے جا رہے تھے۔
The agreement was being signed.

6

7

امیروں پر ٹیکس لگایا جا رہا تھا۔
The rich were being taxed.

7

8

کھیتوں کو پانی دیا جا رہا تھا۔
Fields were being watered.

8

9

زخمیوں کو ابتدائی طبی امداد دی جا رہی تھی۔
The wounded were being given first aid.

9

10

صدر کو خدا حافظ کہا جا رہا تھا۔
The president was being said good-bye.

10

11

جھنڈے کو قلعہ پر لہرایا جا رہا تھا۔
The flag was being waved on the fort.

11

12

کئی بے گناہوں کو گرفتار کیا جا رہا تھا۔
Many innocent people were being arrested.

12

13

مجید کے حق میں ووٹ ڈالے جا رہے تھے۔
Votes were being cast in favour of Majeed.

13

14

نسیمہ سیکٹری کے عہدے کے لیے چنی جا رہی تھی۔
Nasima was being chosen for the post of secretary.

14

15

ووٹروں کی فہرست تیار کی جا رہی تھی۔
List of voters was being prepared.

15

16

جہاز کو سمندر میں اتار جا رہا تھا۔
The ship was being launched in the sea.

16

17

ہر موٹر کار کو وہاں روکا جا رہا تھا۔

Every motor car was being stopped there.

17

18

گھوڑے پر زین کسی جا رہی تھی۔

The horse was being saddled.

18

19

آدمیوں کو ڈوبنے سے بچایا جا رہا تھا۔

People were being saved from drowning.

19

20

بے ٹکٹ مسافروں کو جرمانہ کیا جا رہا تھا۔

Ticket - less passengers were being fined.

20

21

قلعے کی حفاظت کی جا رہی تھی۔

The fort was being guarded.

21

22

اس جگہ تصویروں کی نمائش کی جا رہی تھی۔

Exhibition of paintings was being held at this place.

22

23

ہال میں جلسہ منعقد کیا جا رہا تھا۔

Meeting was being held in hall

23

24

غریب طالب علم سے اظہار ہمدردی کیا جا رہا تھا۔

The poor student was being sympathized.

24

25

وہاں معذوروں کی دیکھ بھال اچھی طرح کی جا رہی تھی۔

The disabled were being looked after there.

25

Exercise

1

کیا باڑ کاٹی جا رہی تھی؟

Was the hedge being trimmed?

1

2

کتنے پھول توڑے جا رہے تھے؟

How many folowers were being plucked?

2

3

کیا مشین کو تیل دیا جا رہا تھا؟

was the machine being oiled?

3

4

مسافروں کو کہاں اتارا جا رہا تھا؟

Where were the passengers being dropped?

4

5

اس بے گناہ سے جرمانہ کیوں وصول کیا جا رہا تھا؟

Why was fine being charged from this innocent?

5

6

بہت سے کھانے کیوں پکائے جا رہے تھے؟

Why were many dishes being cooked?

6

7

کیا گندے انڈے پھینکے نہیں جا رہے تھے؟

Were rotten eggs not being thrown away?

7

8

آلو کہاں پکائے جا رہے تھے؟

Where were the potatoes being cooked?

8

9

اشتہارات کہاں لگانے جا رہے تھے؟

Where were posters being pasted?

9

10

کتے آدمی حج پر بھیجے جا رہے تھے؟

How many men were being sent to Hajj?

10

11

آپ کو کیا پیغام دیا جا رہا تھا؟

What message was being given to you?

11

12

قانون ساز مجلس مینکتنے ممبر منتخب کیے جا رہے تھے؟

How many members were being elected in legislative assembly?

12

13

گورنر پنجاب کس کو بنایا جا رہا تھا؟

Who was being made Governor of the Punjab?

13

14

کیا آوازہ کتوں کو زہر دیا جا رہا تھا؟

Were stray dogs being poisoned?

14

15

مینڈکوں پر پتھر کیوں پھینکے جا رہے تھے؟

Why were the stones being thrown at the frogs?

15

16

کیا جنگلی جانوروں کا شکار کیا جا رہا تھا؟

Were the wild animals being hunted?

16

17

کیا لوگوں کو محفوظ مقامات پر بھیجا جا رہا تھا؟

Were the people being sent to safe places?

17

18

کیا مرغیوں کو دانہ دیا جا رہا تھا؟

Were the hens being fed?

18

19

گندم کا ذخیرہ کہاں کیا جا رہا تھا؟

Where was wheat being stored?

19

20

کیا چینی کی چور بازاری کی جا رہی تھی؟

Was sugar being sold in black?

20

Past Perfect Tense (Passive Voice)

Use of "had been"

1

دفتر 2 بجے سے پہلے بند کر دیا گیا تھا۔

The office had been closed before two o'clock.

1

2

شام سے پہلے مرغیوں کو ڈربے میں بند کر دیا گیا تھا۔

The hens had been put in coop before evening.

2

3

صبح تک دشمن بھگایا جا چکا تھا۔

The enemy had been driven away by morning.

3

4

کئی ماہ پہلے شہر پر قبضہ کیا جا چکا تھا۔

The city had been occupied several months ago.

4

5

جلوس روانہ ہونے سے پہلے پولیس بلوائی جا چکی تھی۔

The Police had been called before precession started.

5

6

ڈاک میں ڈالنے سے پہلے خط پر ٹکٹ لگایا جا چکا تھا۔

The letter had been stamped before it was posted.

6

7

ہم پہلے ہی سامان باندھ چکے تھے۔

We had already packed our luggage.

7

8

سورج غروب ہونے تک مویشی ہانک کر لائے جا چکے تھے۔
The cattle had been driven till the sun set.

8

9

آندھی آنے سے پہلے بچوں کو میدان سے بلا لیا گیا تھا۔
The children had been called in from the ground before the wind-storm came.

9

10

ناشتہ لگانے سے پہلے طشتریاں صاف کی جا چکی تھیں۔
The Dishes had been cleaned before serving the breakfast.

10

11

استری کرنے سے پہلے کپڑے سکھائے جا چکے تھے۔
Clothes had been dried before ironing.

11

12

دیوار پر کیل گاڑنے سے پہلے نقشہ اتارا جا چکا تھا۔
The map had been taken off before hitting the nail into the wall.

12

13

پرچہ حل کرنے سے پہلے وہ اپنا نام لکھ چکا تھا۔
He had written his name before solving paper.

13

14

کھانا کھانے سے پہلے مہمان کو سرد مشروب پیش کئے گئے۔
The guest had been offered cold drink before having meal.

14

15

سیلاب آنے سے پہلے بند باندھا جا چکا تھا۔
The embankment had been laid before the flood came.

15

41. Exercise

1

کیا ریفری کے آنے سے پہلے میچ کھیلا جا چکا تھا؟

Had the match been played before the referee came?

1

2

مہمان کے جانے کے بعد مٹھائی نہیں لائی گئی تھی۔

Sweet had not been brought after the guest went away.

2

3

ہماری ملاقات سے پہلے وزیر سے کسی کو ملنے کی اجازت نہیں دی گئی تھی۔

No body had been allowed to see the minister before our visit.

3

4

اسے پہلے ہی جرمانہ نہیں کیا جا چکا تھا۔

He had not already been fined.

4

5

گرنے سے پہلے درخت کاٹے نہیں گئے تھے۔

Trees had not been cut before they fell.

5

6

نیا جوتا پہننے سے پہلے اس کا پاؤں زخمی نہیں ہوا تھا۔

His foot had not been hurt before he wore the new shoe.

6

7

کیا پولیس کے گرفتار کرنے کے بعد ملزم مجسٹریٹ کے سامنے لایا گیا تھا؟

Had the accused been brought before Magistrate after police arrested him?

7

8

کیا میرے آنے سے پہلے کھیت ہموار کیا گیا تھا؟

Had the field been levelled before I came?

8

9

بارش آنے سے پہلے ڈھیلے توڑے جا چکے تھے۔

Lumps had been broken before the rain started.

9

10

کیا تمام چیزوں کو پہلے ہی جھاڑ دیا گیا تھا؟

Had all the things been already dusted?

10

11

کیا اس سے پہلے چڑیا گھر میں اتنا بڑا شیر دیکھا گیا تھا؟

Had such a big lion been seen in the Zoo before this?

11

12

کیا میرے گھر پہنچنے سے پہلے گوشت کو بھون لیا گیا تھا؟

Had meat been roasted before I reached home?

12

13

کیا مالک کے آنے سے پہلے مکان مرمت کر دیا گیا تھا؟

Had the house been repaired before the land lord came?

13

Future Indefinite Tense (Active Voice)

Affirmative Sentences Use of "will" and "shall"

1

مسافر صبح سامان باندھ لیں گے۔

The passengers will pack luggage in the morning.

1

2

وہ اپنے دشمن کو معاف کر دیں گے۔

They will forgive their enemy.

2

3

میں آج جلسے میں تقریر کروں گا۔

I shall make a speech in the meeting today.

3

4

ہوائی جہاز چار بجے اڑے پر اترے گا۔

The plane will land on the Air Port at 4 O'clock.

4

5

ہم کراچی جانے والی گاڑی پر سوار ہو ن گے۔

We shall board the train bound for Karachi.

5

6

نانی امان ہمیں دلچسپ کہانی سنائیں گی۔

My maternal grand mother will tell us an interesting story.

6

7

وہ آپ کی مدد کا شکریہ ادا کریں گے۔

They will thank you for your help.

7

8

ہوائی جہاز دس بجے پرواز کرے گا۔

The plane will take off at 10 O'clock.

8

9

میں ہر خطرے کا سامنا کروں گا۔

I shall face every danger.

9

10

وہ اگلے سال یہ کتاب شائع کریں گے۔

They will publish this book next year.

10

11

بچے جھولوں سے لطف اندوز ہوں گے۔

The children will enjoy swings.

11

12

حمید مکان کرائے پر لے گا۔

Hamid will hire the house.

12

13

تم بنک سے قرضہ لو گے۔

You will take loan from the bank.

13

14

وہ اچھے بُرے دونوں میں ہمارا ساتھ دیں گے۔

They will stand by us through thick and thin.

14

15

آپ کا بیٹا میرے ساتھ سفر کرے گا۔
your son will travel with me.

15

Exercise

1

ہم تمہارا انتظار کریں گے۔
We shall wait for you.

1

2

صرف چند لڑکے امتحان دیں گے۔
Only a few boys will take the examination.

2

3

ہماری بہادر فوج دشمن کے قلعے پر قبضہ کر لے گی۔
Our brave army will occupy the enemy fort.

3

4

یہ ٹیم میچ ہار جائے گی۔
This team will lose the match.

4

5

امیر غریبوں کی مدد کریں گے۔
This rich will help the poor.

5

6

استاد اپنے شاگردوں کی رہنمائی کریں گے۔
The teachers will guide their pupils.

6

7

تمہاری سہیلی تمہارے لیے پریشان ہو گی۔
Your friend will worry about you.

7

8

نوکر بازار سے تازہ انڈے خریدے گا۔
The servant will buy fresh eggs from the bazar.

8

9

میرا بھائی مجھے تحفہ دے گا۔

MY brother will give me a present .

9

10

لڑکیاں سویٹر بنیں گی۔

The girls will knit sweaters.

10

11

اس کا باپ اس کے لیے نیا موٹر سائیکل خریدے گا۔

His father will buy a new motorcycle for him.

11

12

چین ہمیشہ پاکستان کا ساتھ دے گا۔

China will stand by Pakistan forever.

12

13

ہم پاکستان سے محبت کریں گے۔

We shall love pakistan.

13

14

وہ وطن کا وفادار ثابت ہو گا۔

He will prove himself loyal to country.

14

15

ہر پاکستانی پاکستان کے لیے جان قربان کرے گا۔

Every pakistani will sacrifice his life for pakistan.

15

Exercise

1

پاکستان سیمنٹ درآمد نہیں کرے گا۔

Pakistan will not import cement.

1

2

دشمن جنگ نہیں جیتے گا۔

The enemy will not win the war.

2

3

ہماری فوج شہروں کو تباہ نہیں کرے گی۔

Our army will not destroy cities.

3

4

آج آندھی نہیں آئے گی۔

It will not blow a wind storm today.

4

5

کوئی سیاسی جماعت جلوس نہیں نکالے گی۔

No political party will take out a procession.

5

6

میں آپ کو مدد دینے سے انکار نہیں کروں گا۔

I shall not refuse to give you help.

6

7

وہ پھر کبھی ایسا نہیں کرے گا۔

He will never do so again.

7

8

تیزگام آج دیر سے نہیں آئے گی۔

The Tezgam will not arrive late today.

8

9

وہ میرا حکم نہیں مانے گا۔

He will not carry out my orders.

9

10

ہیڈماسٹر شرارتی لڑکے کو سزا دے گا۔

The headmaster will punish the naughty boy.

10

11

تم اپنے بیٹے کو نصیحت نہیں کرو گے۔

You will not advise your son.

11

12

میں نکمے بہانے نہیں بناؤں گا۔

I shall not make lame excuses.

12

13

ہم گندا کھیل نہیں کھیلیں گے۔

We shall not play a foul game.

13

14

وہ میرے ساتھ اتفاق نہیں کرے گا۔

He will not agree with me.

14

15

آپ ہوائی جہاز سے سفر نہیں کریں گے۔

You will not travel by air.

15

Exercise

1

کیا تم اپنے دوست کو پہچان لو گے؟

Will you recognise your friend?

1

2

وہ ہمیں اپنی بندوق دینے سے کیوں انکار کر دیں گے؟

Why will they refuse to give us their gun?

2

3

کیا لڑکے یہ واقعہ یاد رکھیں گے؟

Will the boys remember this incident?

3

4

وزیر استعفیٰ نہیں دے گا؟

The minister will not resign?

4

5

پولیس چھاپہ کیوں مارے گی؟

Why will the police raid?

5

6

کیا یہ گونگا باتیں سنے گا؟

Will this dumb hear the talk?

6

7

دروازہ کون کھٹکھٹا ئے گا؟

Who will knock at the door?

7

8

تم فٹ بال کو ٹھوکر کیوں لگاؤ گے؟

Why will you kick the foot ball?

8

9

لڑکیاں سویٹر کب بنیں گے؟

When will the girls knit the sweaters?

9

10

کیا وہ پولیس کو چوری کی اطلاع دیں گے؟

Will they inform the police of theft?

10

11

شکاری ہرن کا شکار کہاں کھیلے گا؟

Where will the hunter hunt the deer?

11

12

کیا اس کو والد کی جائیداد ورثے میں نہیں ملے گی؟

Will he not inherit the property of his father?

12

13

تم رکشہ کرائے پر کیوں نہیں لو گے؟

Why will you not hire a rickshaw?

13

14

لوگ عید کی نماز کہاں پڑھیں گے؟

Where will the people say their Eid- prayer?

14

15

پاکستان کون سی اشیاء درآمد کرے گا؟

What goods will Pakistan import?

15

Future Continuous Tense (Active Voice)

Affirmative Sentence Use of "will be"

1

طلبا گھر واپس جا رہے ہوں گے۔

The students will be going back home.

1

2

صدر جلسہ سے تقریر کر رہے ہیں۔

The president of the meeting will be delivering a speech.

2

3

معزز مہمان انعامات تقسیم کر رہے ہوں گے۔

The guests of honour will be distributing the prizes.

3

4

میں ڈرامے میں حصہ لے رہا ہوں گا۔

I shall be taking part in the play.

4

5

بچہ اپنا کھلونا تلاش کر رہا ہو گا۔

The child will be looking for his toy.

5

6

ڈھول بجانے والے ڈھول بجا رہے ہوں گے۔

The drum beaters will be beating the drums.

6

7

ہم مکان میں سفیدی کر رہے ہوں گے۔

We shall be white washing the house.

7

8

فوج دشمن پر گولیاں برس رہی ہوگی۔

The army will be firing at the enemy.

8

9

تم دریا میں نہا رہے ہو گے۔

You will be bathing in the river.

9

10

وہ کتے کو چھڑی سے مار رہا ہوگا۔

He will be beating the dog with the stick.

10

11

انجینئر پل کی مرمت کر رہے ہوں گے۔

The Engineers will be repairing the bridge.

11

12

میں کتاب کی جلد بنا رہا ہوں گا۔

I shall be binding the book.

12

13

پاگل کتے لوگوں کو کاٹ رہے ہوں گے۔

The mad dogs will be biting the people.

13

14

زخمی کا خون بہہ رہا ہوگا۔

The blood of the wounded will be flowing.

14

15

بچہ کھلونے توڑ رہا ہو گا۔

The child will be breaking toys.

15

Exercise

1

لوگ آج پتنگیں نہیں اڑا رہے ہوں گے۔

The people will not be flying kites today.

1

2

ڈاکٹر مریض کا آپریشن نہیں کر رہا ہوگا۔

The doctor will not be operating upon the patient.

2

3

گورنر میری عرضی پر غور نہیں کر رہا ہوگا۔

The Governor will not be considering my application.

3

4

وہ صلح نہیں کر رہے ہوں گے۔

They will not be coming on good terms.

4

5

مریض دوائی کی خوراک نہیں پی رہا ہوگا۔

The patient will not be taking dose of medicine.

5

6

بچے کاغذی کشتیاں نہیں تیرا رہے ہوں گے۔

The children will not be floating paper boats.

6

7

گاڑی تیز نہیں چل رہی ہوگی۔

The train will not be moving fast.

7

8

عورتیں ہار نہیں بنا رہی ہوں گی۔

The women will not be making garlands.

8

9

تم دوڑوں میں حصہ نہیں لے رہے ہو گے۔

You will not be taking part in races.

9

10

موچی جو تیار نہیں کر رہا ہوگا۔

The cobbler will not be preparing the shoe.

10

11

وہ مکان خالی نہیں کر رہے ہوں گے۔

They will not be vacating the house.

11

12

وہ مال سستا نہیں بیچ رہا ہو گا۔

He will not be selling goods at low prices.

12

13

اچھے دکاندار مال ذخیرہ نہیں کر رہے ہوں گے۔

Good shopkeepers will not be hoarding goods.

13

14

سمگلر دن کے وقت سامان سمگل نہیں کر رہے ہوں گے۔

Smugglers will not be smuggling goods in the day.

14

15

نیک آدمی دودھ میں پانی نہیں ملا رہا ہو گا۔

The noble man will not be mixing water in the milk.

15

Exercise

1

بچے کب سو رہے ہوں گے؟

When will the children be sleeping?

1

2

کسان فصل کب بو رہے ہوں گے؟

When will the farmers be sowing crops?

2

3

کیا مزدور سڑک ہموار کر رہے ہوں گے؟

Will the labourers be levelling the road?

3

4

لوگ کہاں جمع ہو رہے ہوں گے؟

Where will the people be gathering?

4

5

ستارے کب چمک رہے ہوں گے؟

When will the stars be shining?

5

6

کیا مسافر گھر پہنچ رہے ہوں گے؟

Will the travellers be reaching home?

6

7

ہم ان کا استقبال کہاں کر رہے ہوں گے؟

Where will we be receiving them?

7

8

فوج ملک کا دفاع کیسے کر رہی ہو گی؟

How will the army be defending the country?

8

9

کیا دونوں فریق زمین کے اس ٹکڑے پر لڑ رہے ہوں گے؟

Will both parties be fighting over this piece of land?

9

10

کیا تم میز کو پیچھے دھکیل رہے ہو گے؟

Will you be pushing the table back?

10

11

وہ کیوں جھوٹ بول رہا ہو گا؟

Why will he be telling a lie?

11

12

ریل گاڑی دیر سے کیوں آرہی ہو گی؟

Why will the train be arriving late?

12

13

کیا نوکر تازہ سبزی خرید رہا ہو گا؟

Will the servant be buying fresh vegetables?

13

14

کیا لڑکی چرخہ کات رہی ہوگی؟

Will the girl be working on the spinning wheel?

14

15

کتنے مزدور پل تعمیر کر رہے ہوں گے؟

How many labourers will be constructing bridge?

15

Exercise

1

نتیجہ نکلنے کے بعد اس کو اگلی جماعت میں ترقی کیوں دی گئی تھی؟

Why had he been promoted to the next class after the result was out?

1

2

کیا جنگ ختم ہونے تک کئی افسروں کو اعزاز دنیے جا چکے تھے؟

Had many officers been awarded honours till the war ended?

2

3

کیا 1930ء تک ٹی وی ایجاد ہو چکا تھا؟

Had T.V. been invented till 1930?

3

4

گھڑی کو ۲۱ بجے سے پہلے چابی کیوں دی گئی تھی؟

Why had watch been wound before 12 O'clock?

4

5

کیا وقت سے پہلے تمہیں تنبیہ نہیں کی گئی تھی؟

Had you not been warned before time?

5

6

کیا اس سے پہلے آپ کو دھوکا دیا گیا تھا؟

Had you been deceived before this?

6

7

کیا دسمبر سے پہلے بندروں کو جنگل سے بھگا دیا گیا تھا؟

Had the monkeys been driven out of the jungle before December?

7

8

کیا منگل سے پہلے چاند نہیں دیکھا گیا تھا؟

Had not the moon been seen before Tuesday?

8

9

کیا آندھی آنے سے پہلے دکانیں بند کر دی گئی تھیں؟

Had the shops been closed before the wind storm came?

9

10

لوگوں کے احتجاج سے پہلے افسر کو کیوں ریٹائر کر دیا گیا تھا؟

Why had the officer been retired before the people protested?

10

11

شام سے پہلے چراغ کیوں جلانے گئے تھے؟

Why had the lamps been lighted before evening?

11

12

عید آنے سے پہلے ملازموں کو تنخواہ کیوں نہیں دی گئی تھی؟

Why had the employees not been given their salaries before Eid?

12

13

کیا فقیروں کے آنے سے پہلے خیرات تقسیم ہو چکی تھی؟

Had the alms been given away before the beggars came?

13

14

اندھیرا ہونے سے پہلے چور کا تعاقب کیوں نہیں کیا گیا تھا؟

Why had the thief not been chased before it got dark?

14

15

کیا گاڑی گزرنے سے پہلے پل کو آزمایا جا چکا تھا؟

Had the bridge been tried before the train came?

15

16

پھول مرجھانے سے پہلے کہاں پھینک دیئے گئے تھے؟

Where had the flowers been thrown before they faded?

16

17

کیا آٹھ بجنے سے پہلے کرایہ ادا کر دیا گیا تھا؟
Had the rent been paid before 8 O'clock?
17

Future Perfect Tense (Active Voice)

(فعل مستقبل مطلق (معروف)

علامت: اردو فقرے کے آخر پر چکا ہو گا، چکی ہو گی، چکے ہوں گے
وغیرہ آنا ہے۔

کے بعد فعل کی تہ سری فارم آتی will have یا shal have قاعدہ: فاعل کے بعد
ہے۔

(Subject + will / shall + have + 3rd form of verb + object.)

1
وہ دروازہ کو تالا لگا چکا ہو گا.
He will have locked the door.

1
2
ہم صندوق کا قفل کھول چکے ہوں گے۔
We shall have uncocked the box.

2
3
مزدوروں نے ہڑتال کر دی ہو گی۔
The labourers will have gone on strike..

3
4
کلرک ہڑتال کھول چکے ہوں گے
The clerks will have called off the strike.

4
5
وہ اپنا کام مکمل کر چکے ہوں گے۔
They will have completed their work.

5
6
اس اجتماع میں کئی ملکوں نے حصہ لیا ہو گا.
Many countries will have taken part in this meeting.

6
7
اچھے کھلاڑی انعامات حاصل کر چکے ہوں گے۔

Good players will have won the prizes.

7

8

باغبان کیاریاں تیار کر چکا ہوگا۔

The gardener will have prepared the flower beds.

8

9

سلیم نے اپنے بھائی کی مدد کی ہو گی۔

Saleem will have helped his brother.

9

10

ہمارے دوست ہمارا انتظار کر چکے ہوں گے۔

Our friends will have waited for us.

10

11

تم نے مجید کی سفارش کر دی ہو گی۔

You will have recommended Majeed.

11

12

میں جماعت کو امتحان کے بارے میں سب کچھ بتا چکا ہوں گا۔

I shall have told the class everything about the examination.

12

13

لڑکے مقابلے کے متعلق سب کچھ جان چکے ہوں گے۔

Students will have known every thing about competition.

13

14

زیبا اپنی سہیلی کو راز بتا چکی ہو گی۔

Zeba will have told her friend the secret.

14

15

سوار گھوڑوں سے اتر چکے ہوں گے۔

The riders will have alighted from the horses.

15

Exercise

1

انہوں نے یہ غلطی نہیں کی ہو گی۔

They will not have made this mistake.

1

2

وہ تنخواہ نہیں لے چکا ہو گا۔

He will not have received his salary.

2

3

میں نے تمہارا خط نہیں کھولا ہو گا۔

I shall not have opened your letter.

3

4

استاد طالب علم کو بید نہیں لگائے ہوں گے۔

The teacher will not have canned the student.

4

5

ہم نے ان کے سوالات کے جواب نہیں دیے ہوں گے۔

We shall not have answered their questions.

5

6

کوئی مسافر بس میں سوار نہیں ہوا ہو گا۔

No passenger will have boarded the bus.

6

7

رنگساز نے سارے دروازوں کو رنگ نہیں کیا ہو گا۔

The painter will not have painted the doors.

7

8

بھڑیں چر نہیں چکی ہو نگی۔

The sheep will not have grazed yet.

8

9

گوالے نے بھینس کا دودھ نہیں نکالا ہو گا۔

The milkman will not have milked the buffalo.

9

10

گاڑوں والوں نے اپنی مدد آپ نہیں کی ہو گی۔

The villagers will not have helped themselves.

10

11

وہ جلوس میں شامل نہیں ہوئے ہونگے۔

They will not have joined the procession.

11

12

باورچی نے کھانا تیار نہیں کیا ہوگا۔

The cook will not have prepared food.

12

13

وہ اخبار نہیں پڑھ چکے ہوں گے۔

They will not have read the newspaper.

13

14

ڈاکیہ میرا خط نہیں لایا ہوگا۔

The postman will not have brought my letter.

14

15

اس نے غریب آدمی کا مذاق نہیں اڑایا ہوگا۔

He will not have made fun of the poor man.

15

Exercise

1

کیا انجینئر اس نقشے کو منظور کر چکے ہوں گے؟

Will the Engineers have approved this map?

1

2

گاؤں والوں نے۔ گاؤں کو کیسے سجایا ہوگا؟

How will the villagers have decorated the village?

2

3

کیا بشیر نے استعفیٰ دے دیا ہوگا؟

Will Bashir have resigned?

3

4

گاڑی پر پتھر کس نے پھینکا ہو گا؟

Who will have thrown stone at the van?

4

5

دیوانے نے کتابیں کہاں جلائی ہوں گی؟

Where will the mad have burnt the books?

5

6

مسافر کل رات کہاں ٹھہرے ہو گئے؟

Where will the travellers have stayed for the last night?

6

7

کیا عورتوں نے یہ گیت پسند کیا ہو گا؟

Will women have liked this song?

7

8

کیا اس نے خط ڈاک میں ڈالا ہو گا؟

Will he have posted the letter?

8

9

کیا وہ الزام ماننے سے انکار کر چکا ہو گا؟

Will he have refused to accept the charge?

9

10

پوسٹ ماسٹر نے ڈاک خانہ کب کھولا ہو گا؟

When will the postmaster have opened the post office?

10

11

کیا مزدور سکول میں سفیدی کر چکے ہوں گے؟

Will the labourers have white washed the school?

11

12

کیا چوکیدار نے مکان کی حفاظت کی ہو گی؟

Will the watch man have guarded the house?

12

13

کیا انہوں نے افسر کا حکم مانا ہو گا؟

Will they have carried out the officers order?

13

14

کیا تم میرے مشورے پر عمل کر چکے ہو گے؟

Will you have acted upon my advice?

14

15

اس کو یہ حادثہ کہاں پیش آیا ہو گا؟

Where will he have met this accident?

15

Future Perfect Continuous Tense (Active Voice)

فعل مستقبل مکمل جاری

علامت: اردو فقرے کے آخر پر رہا ہو گا، رہی ہو گی، رہے ہونگے وغیرہ آتا ہے۔

اور فعل کی پہلی فارم کے ساتھ shall یا will have been فاعل کے بعد

آتا ہے۔ object کے بعد مفعول ing (Subject + will / shall + have been + { 1st form + ing } + object.)

1

لوگ چار بجے سے کنویں سے پانی بھر رہے ہونگے۔

The people will have been drawing water out of the well since 4 o'clock.

1

2

آپ آدھے گھنٹے سے ڈپو سے آٹا لیتے رہے ہونگے۔

You will have been getting flour from the Depot for half an hour.

2

3

طالب علم تین گھنٹے سے پرچہ حل کر رہے ہوں گے۔

Students will have been solving the paper for three hours.

3

4

اقبال کئی سالوں سے شعر لکھتے رہے ہونگے۔

Iqbal will have been writing verses for many years.

4

5

کھلاڑی ایک گھنٹے سے باکی کھیلتے رہے ہوں گے

The players will have been playing hockey for an hour.

5

6

لوگوں کی اکثریت 1982ء سے اس قانون کے مخالفت کرتی رہی ہو گی۔

The Majority of people will have been opposing this law since 1982.

6

7

عورتیں دوپہر سے لڑتی رہی ہوں گی۔

The women will have been quarrelling since noon.

7

8

تم پندرہ مارچ سے دہم کا امتحان لیتے رہے ہو گے۔

You will have been giving the Matriculation examination since 15th of March.

8

9

کچھ آدمی اتوار سے روزہ رکھ رہے ہوں گے۔

Some people will have been fasting since Sunday.

9

10

نیک آدمی دو گھنٹے سے دعا مانگ رہا ہو گا۔

The pious man will have been praying for two hours.

10

11

وہ کل سے جھوٹے بہانے بنا رہا ہو گا۔

He will have been making lame excuses since yesterday.

11

12

لڑکے صبح سے دریا میں تیرتے رہے ہوں گے۔

The boys will have been swimming in the river since morning.

12

13

لڑکیاں ستمبر سے سویٹر بنتی رہی ہوں گی۔

The girls will have been knitting sweaters since September.

13

14

ہم پندرہ منٹ سے چائے تیار کرتے رہے ہوں گے۔

We shall have been making tea for fifteen minutes.

14

15

مداری پانچ بجے سے تماشا دکھاتا رہا ہوگا۔

The juggler will have been giving show since 5'o clock.

15

لکھتے ہیں۔ not کے بعد shall یا will منفی بنانے کے لئے

(Subject + will / shall + not + have been + { 1st form + ing } + object.)

Exercise

1

بچہ شام سے نہیں روتا رہا ہوگا۔

The children will not have been weeping since evening.

1

2

تماشائی کھیل میں ایک گھنٹے سے دلچسپی نہیں لیتے رہے ہوں گے۔

The spectators will not have been taking interest in the game for an hour.

2

3

ڈاکٹر دوپہر سے مریضوں کو ٹیکے نہیں لگاتا رہا ہوگا۔

The doctor will not have been injecting the patients since noon.

3

4

تیراک کل سے دریا مینڈھیں تیرتے رہے ہوں گے۔

The swimmers will not have been swimming in the river since yesterday.

4

5

بشیر 4 بجے سے نوٹ نہیں گنتا رہا ہوگا۔

Bashir will not have been counting the notes since 4 o'clock.

5

6

نجمہ ایک ماہ سے کپڑے نہیں سیتی رہی ہوگی۔

Najma will not have been sewing clothes for a month.

6

7

نوکر تین سال سے مالک کی خدمت نہیں کر رہا ہوگا۔

The servant will not have been serving his master for three years.

7

8

قافلہ ایک ہفتے سے آگے نہیں چل رہا ہو گا۔

The carvan will not have been moving on for one week.

8

9

لوگ پچھلے سال سے اس اخبار کو نہیں پڑھتے رہے ہوں گے۔

The people will not have been reading this newspaper for the last year.

9

10

میرے رشتہ دار 4 بجے سے میرے گھر کی حفاظت نہیں کرتے رہے ہوں گے۔

My relatives will not have been looking after my house for four years.

10

11

آپ دو دن سے افسر کی خوشامد نہیں کرتے رہے ہوں گے۔

You will not have been flattering your officer for two days.

11

12

ہم اگست سے اس کو تحفے نہیں دیتے رہے ہو گے۔

We shall not have been giving him gifts since August.

12

13

وہ سوموار سے پھل نہیں بیچتے رہے ہوں گے۔

They will not have been selling fruits since Monday.

13

14

ٹھیکیدار 16 تاریخ سے فوج کی خوراک مہیا نہیں کرتے رہے ہوں گے۔

The contractors will not have been supplying food to the army since 16 of the month.

14

15

ہمارا وزیراعظم سے 1970ء سے ایسی غلطیاں نہیں کرتا رہا ہو گا۔

Our Prime Minister will not have been making such mistakes since 1970.

15

سے پہلے لکھتے ہیں۔ Subject کو will یا shall سوالے ہ بنانے کے لیے
(will / shall + subject + have been + { 1st form + ing } + object)

Exercise

1

کیا لوگ ایک ماہ سے اس قانون کے خلاف احتجاج کر رہے ہونگے؟

Will the people have been protesting against this law for one month?

1

2

طلبا ءپولیس کے خلاف صبح سے نعرے کیوں لگا رہے ہوں گے؟

Why will the students have been raising slogans against police since morning?

2

3

کیا باورچی 9 بجے سے کھانا پکاتا رہا ہوگا؟

Will the cook have been cooking food since 9 O'clock?

3

4

عورت ایک گھنٹے سے باورچی خانے میں کیا بھون رہی ہوگی؟

What will the woman have been roasting in the kitchen for an hour?

4

5

لڑکے آٹھ بجے سے کیا مضمون لکھتے رہے ہوں گے؟

What essay will students have been writing since 8 O' clock.

5

6

مصور پانچ ماہ سے کس کی تصویر بناتے رہے ہوں گے؟

Whose picture will have been drawn by the painter for five months?

6

7

کل سے کتنے مزدور اینٹیں اٹھاتے رہے ہوں گے؟

How many labours will have been carrying the bricks since yesterday?

7

8

کتا کب سے دم ہلاتا رہا ہوگا؟

Since how long will the dog have been wagging its tail?

8

9

کیا شہد کی مکھیاں پندرہ منٹ سے کاٹتی رہی ہوں گی؟

Will the bees have been biting for fifteen minutes?

9

10

کیا مالی صبح سے کیاریوں سے گھاس کاٹ رہا ہوگا؟

Will the gardener have been cutting the grass from the flower - beds since morning?

10

11

کیا یہ آدمی دو سال سے خوامخواہ تنخواہ وصول کرتا رہا ہوگا؟

Will this man have been receiving the salary for two years for nothing?

11

12

بادشاہ چار دن سے شہر کی گلیوں میں کیوں گھومتا رہا ہوگا؟

Why will the king have been roaming about the streets of the city for four days?

12

13

کیا گورنر رات سے عوام میں گھل مل جاتا رہا ہوگا؟

Will the Governor have been mingling the common people since night?

13

14

کیا عالم آدمی ایک سال سے اس کتاب کا ترجمہ کرتا رہا ہوگا؟

Will the scholar have been translating this book for one year?

14

15

کیا باپ اپنے بیٹے کے سر پر دس منٹ سے ہاتھ پھیرتا رہا ہوگا؟

Will the father have been pampering his son's head for ten minutes?

15

Future Indefinite Tense (Passive Voice)

(فعل مستقبل مطلق (مجہول)

(Subject + will / shall + be + 3rd form of verb + object.)

1

یہ پارسل واپس بھیجا جائے گا۔

This parcel will be returned.

1

2

تمہارے خط کا جواب دیا جائے گا۔

Your letter will be replied.

2

3

بچوں میں مٹھائی تقسیم کی جائے گی۔

Sweet will be distributed among the children.

3

4

گندم کی فصل اپریل میں کاٹی جائے گی۔

Wheat crop will be reaped in April.

4

5

سکول لائبریری کے لیے معیاری کتب خریدی جائیں گی۔

Standard books will be purchased for the school library.

5

6

کسانوں کو بلا سود قرضہ دیا جائے گا۔

Interest free loan will be given to the farmers.

6

7

پل بنانے کے لیے سیمنٹ فراہم کیا جائے گا۔

Cement will be supplied for the construction of bridge.

7

8

تمہیں کالج میں داخلہ دیا جائے گا۔

You will be admitted in the college.

8

9

اس سال دو نئے ٹیکس لگائے جائیں گے۔

Two new taxes will be imposed this year.

9

10

مسافروں کو کئی سہولتیں فراہم کی جائیں گی۔

Several facilities will be provided to the passengers.

10

11

ملک میں زرعی اصلاحات نافذ کی جائیں گی۔

Agricultural reforms will be introduced in the country.

11

12

نئی سڑکیں بنانے پر ہزاروں روپے خرچ کیے جائیں گے۔

Thousands of rupees will be spent to construct new roads.

12

13

چڑیا گھر میں کچھ نئے جانور لائے جائیں گے۔

Some new animals will be brought in the zoo.

13

14

طارق کی تصویریں نمائش میں رکھی جائیں گی۔

Tariq's paintings will be displayed in the exhibition.

14

15

صدر کی آمد پر بینڈ بجایا جائے گا۔

The band will be played at the arrival of the president.

15

لکھا جاتا ہے۔ not کے بعد shall یا will منفی بنانے کے لئے

(Subject + will / shall + not + be + 3rd form of verb + object.)

Exercise

1

نرسوں کی ہڑتال نہیں کھولی جائے گی۔

The strike of nurses will not be called off.

1

2

یہ چیزیں کھلے بازار نہیں بیچی جائیں گی۔

These articles will not be sold in the open market.

2

3

آپ کے خط کا جواب نہیں دیا جائے گا۔

Your letter will not be replied.

3

4

اس کو ملک سے باہر جانے نہیں جائے گا۔

He will not be allowed to go abroad.

4

5

کمرے میں قالین نہیں بچھایا جائے گا۔

The carpet will not be spread in the room.

5

6

یہ چٹھی ڈاک میں نہیں ڈالی جائے گی۔

This letter will not be posted.

6

7

یہ کتاب نجم کے سپرد نہیں کی جائے گی۔

This book will not be entrusted to Najum.

7

8

اس کو اگلی جماعت میں ترقی نہیں دی جائے گی۔

He will not be promoted to next class.

8

9

اسلم کو تنبیہ نہیں کی جائے گی۔

Aslam will not be warned.

9

10

ہجوم کو منتشر نہیں کیا جائے گا۔

The procession will not be dispersed.

10

11

روپیہ بنک سے قرض نہیں لیا جائے گا۔

Money will not be borrowed from the Bank.

11

12

اس بات کو ثابت نہیں کیا جائے گا۔

This issue will not be proved.

12

13

میرے ساتھ اچھا سلوک نہیں کیا جائیگا۔

I shall not be treated well.

13

14

ہمیں میچ کھیلنے نہیں دیا جائے گا۔

We shall not be allowed to play match.

14

Exercise

1

نیا بجلی گھر کہاں بنایا جائے گا؟

Where will the new power house be built?

1

2

کیا فصل کو کھاد دے دی جائے گی؟

Will the crop be given fertilizer?

2

3

یہ پیغام کس کو دیا جائے گا؟

To whom will this message be given?

3

4

کیا یہ چٹھی رجسٹری کی جائے گی؟

Will this letter be registered?

4

5

عید کی ماز کون پڑھائے گا؟

By whom will the Eid prayer be led?

5

6

بغیر دودھ چائے کیسے بنائی جائے گی؟

How will tea be made without milk?

6

7

کتنی کتابوں کی جلدیں کی جائیں گی؟

How many books will be bound?

7

8

گاڑی کہاں کھڑی کر لی جائے گا؟

Where will the Van be Parked?

8

9

پولیس کے سپاہیوں کو تربیت کہاں دی جائے گی؟

Where will the policemen be trained?

9

10

کیا مجھے اس دفتر میں ڈائریکٹر لگایا جائے گا؟

Shall I be appointed as director in this office?

10

11

اسے کب ترقی دی جائے گی؟

When will he be promoted?

11

12

کیا کمرہ صبح صاف کر دیا جائے گا؟

Will the room be cleaned in the morning?

12

13

مکان کب خالی کیا جائے گا؟

When will the house be vacated?

13

14

کیا کل امتحان کے نتیجے کا اعلان کر دیا جائے گا؟

Will the result of examination be announced tomorrow?

14

Future Perfect Tense (Passive Voice)

(فعل مستقبل مکمل (مجہول)

علامت: اردو فقرے کے آخر پر چکا ہو گا، چکی ہو گی، چکے ہوں گے
وغیرہ آتا ہے۔

کے بعد فعل کی will have been یا shall have been قاعدہ: فاعل کے بعد
تے سری فارم آتی ہے۔

(Subject + will/shall + have + been + 3rd form of verb + Object.)

1

بچے کا لباس تبدیل کیا جا چکا ہو گا۔

The dress of child will have been changed.

1

2

فوج کو نئے ہتھیار مہیا کیے جا چکے ہونگے۔

New weapons will have been provided to the army.

2

3

ملزم پہچانا جا چکا ہو گا۔

The culprit will have been identified.

3

4

مسافر کو خطرے سے آگاہ کیا جا چکا ہو گا۔

The traveller will have been warned of the danger.

4

5

شیر گولی سے ہلاک کیا جا چکا ہو گا۔

The lion will have been shot dead.

5

6

کچھ آدمیوں کو پیچھے چھوڑا جا چکا ہو گا۔

Some men will have been left behind.

6

7

بہترین کھلاڑی کی تصویر لی گئی ہو گی۔

The best player will have been photographed.

7

8

بشیر بہترین طالب علم قرار دیا جا چکا ہو گا۔

Bashir will have been declared the best student.

8

9

بادشاہ کو تاج پہنایا جا چکا ہو گا۔

The king will have been crowned.

9

10

ہمیں اس کی کامیابی کی اطلاع دی جا چکی ہو گی۔

We shall have been informed of his success.

10

11

مہمان کو عمدہ کھانے پیش کیے جا چکے ہوں گے۔

Fine dishes will have been presented to the guest.

11

12

میرے بھائی کو کامیابی پر مبارک باد دی جا چکی ہو گی۔

My brother will have been congratulated on his success.

12

سے پہلے لکھتے ہیں (Subject) فاعل will / shall سوالے بنانے کے لیے اور آخر پر سوالے نشان (?) ضرور آتا ہے۔

(Will / Shall + subject + have + been + 3rd form of verb + object?)

Exercise

1

Will the bell have been rung by the peon?

کیا چپڑا اسی گھنٹی بجا چکا ہے؟

1

2

Where will the net have been spread?

جال کہاں بچھایا جا چکا ہے؟

2

3

When will the case have been decided?

مقدمے کا فیصلہ کب سنایا جا چکا ہوگا؟

3

4

Shall we have been advised?

کیا ہمیں مشورہ دیا جا چکا ہوگا؟

4

5

Will he have been released?

کیا اس کو رہا کیا جا چکا ہو گا؟

5

6

Will he have been granted bail?

کیا اس کی ضمانت ہو چکی ہو گی؟

6

7

Will the fan have been repaired?

کیا پنکھے کی مرمت کی جا چکی ہو گی؟

7

8

Why will their appeal have been rejected?

ان کی اپیل کیوں مسترد ہو چکی ہو گی؟

8

9

Will the dog of your neighbour have been killed?

کیا تمہارے پڑوسی کا کتا مارا جا چکا ہو گا؟

9

10

Will he have been nominated as the leader of the party?

کیا وہ امیر جماعت نامزد کیا جا چکا ہو گا؟

10

11

How many votes will have been cast in favour of Bashir?

بشیر کے حق میں کتنے ووٹ ڈالے جا چکے ہوں گے؟

11

12

Where will the aeroplane have been landed?

ہوائی جہاز کہاں اتار جا چکا ہو گا؟

12

13

Will the news on T.V have been telecast?

کیا ٹی وی پر خبریں سنائی جا چکی ہوں گی؟

13

14

Will the candidates have been given instructions?

کیا امیدواروں کو ہدایات دی جا چکی ہوں گی؟

14

15

Will Miss Samina have been appointed head-mistress?

کیا مس سمنہ ہیڈمسٹریس مقرر کی جا چکی ہوں گی؟

15

16

Will Asad have won the 220 meter race?

کیا اسد 220 میٹر کی دوڑ جیت چکا ہوگا؟

16

17

When will the guest have been see off?

مہمان کو کب رخصت کیا جا چکا ہوگا؟

17

18

Will all the shops have been closed?

کیا تمام دکانیں بند ہو چکی ہوں گی؟

18

19

Will the patient have been discharged from the hospital?

کیا مریض کو ہسپتال سے فارغ کیا جا چکا ہوگا؟

19

20

Will the road have been measured?

کیا سڑک کی پیمائش کی جا چکی ہوگی؟

20

21

How much corn will have been weighed?

کتنا غلہ تولا جا چکا ہوگا؟

21

22

Shall I have been given their message?

کیا مجھے ان کا پیغام دیا جا چکا ہوگا؟

22

23

Why will the students have not been allowed to go in school bus?

طلبہ کو سکول کی بس میں جانے کی اجازت کیوں نہیں دی جا چکی ہوگی؟

23

24

Will the water have been sprinkled in school compound?

کیا سکول کے صحن میں پانی چھڑکا جا چکا ہوگا؟

24

25

Will the oranges have been counted?

کیا سنگترے گنے جا چکے ہوں گے؟

25

NARRATION

DIRECT & INDIRECT

We can report the words of a speaker in two ways:

Direct Speech

Indirect Speech

(_____, " _____ " . / ? !) (_____)

She said, "I am doing my home task now." She said that she is doing her home task then.

CHANGES

(1) Conjunction is placed before the reported speech to replace the comma(,)

* That replaces comma(,) if the reported speech is a statement.

* If or whether replaces comma(,) if the reported speech is a question.

* To replaces comma(,) if the reported speech is an imperative.

* comma(,) is removed without replacement if the reported speech starts with a question word (which, who, why, whose, what etc.)

(2) Pronouns of the first and second person in the reported speech are changed according to the Reporting speech.

* First person pronouns(I and We) in Reported speech are changed according to the Subject of the reporting speech.

* Second person pronouns(You) in Reported speech are changed according to the Object of the reporting speech.

* Third person pronouns(He, She, It and They) in reported speech remain the same (not changed)

(3) If Reporting speech is in past tense, Tense in reported speech is changed as follows:

- (i) A present indefinite becomes past indefinite
- (ii) A present continuous becomes a past continuous
- (iii) A Present perfect becomes a past perfect
- (iv) A Past indefinite becomes a Past perfect
- (v) Will / Shall changes into would / should

(4) If Reporting speech is in past tense, Words showing nearness change into Words showing distance.

Words	Replaced by
Ago	Before
This	That
Now	Then
Here	There
Thus	So
Today	That day
Tomorrow	The next day / The following day
Yesterday	The previous day / The day before

(5) Verb of the reporting speech (say to / said to) is replaced according to the reported speech.

If Reported speech is (say to / said to) replaced by

Question	Ask / Asked
Statement	tell / told
Prayer	Pray / Prayed
Request	Request / Requested
Order	Order / Ordered
Command	Command / Commanded
Advice	Advise / Advised

(6) If the reporting speech is not in Past tense, in reported speech no change of tense will occur.

EXERCISE 1

(Statements)

1. She said, "I like clouds in the sky."
She said that she liked clouds in the sky.
2. He said, "I am unwell."
He said that he was unwell.
3. He said to her, "I live in this building."
He told her that he lived in that building.
4. They said, "Our teacher is on leave."
They said that their teacher was on leave.
5. Arif and Asia said to their mother, "We like mangoes."
Arif and Asia told their mother that they liked mangoes.
6. She said, "I am helping my mother in the kitchen."
She said that she was helping her mother in the kitchen.
7. He said, "I am watering the plants in the garden."
He said that he was watering the plants in the garden.
8. Afshan said, "I am sewing mother's shirt."
Afshan said that she was sewing mother's shirt.
9. She said, "They are not doing their duty well."
She said that they were not doing their duty well.
10. He said to me, "You are not running very fast."
He told me that I was not running very fast.
11. They said, "We have done our duty."
They said that they had done their duty.
12. The teacher said to us, "You have not completed your drawing."
The teacher told us that we had not completed our drawing.
13. She said, "They have not eaten their meals."
She said that they had not eaten their meals.
14. The teacher said, "I have often told you not to play with fire."
The teacher said that they had often told us not to play with fire.
15. My brother said to me, "You have missed the point completely."
My brother told me that I had missed the point completely.
16. He said, "I complete my drawing half an hour ago."

- He said that he had completed his drawing half an hour before.
17. She said, "I did not go to school yesterday."
She said that she had not gone to school the previous day.
18. He said, "She sang a beautiful gazal at the concert last night."
He said that she had sung a beautiful gazal at the concert the night before.
19. She said, "He rang me up at twelve midnight."
She said that he had rung her up at twelve midnight.
20. He said, "The boys did not put up a good show last night."
He said that the boys had not put up a good show the night before.
21. She said, "I shall never do such a thing."
She said that she would never do such a thing.
22. Afshan said, "They will wait for us for one hour only."
Afshab said that they would wait for us for one hour only.
23. They said, "We shall never make a promise we cannot fulfill."
They said that they would never make a promise they could not fulfill.
24. He said, "I shall explain this to you only if you listen to me with patience."
He said that he would explain that to me only if I listened to him with patience.
25. He said, "I hope you will not repeat this mistake."
He said that he hoped I would not repeat that mistake.

EXERCISE - 2

(Questions)

1. She said, "Is this your book?"
She asked if that was my book.
2. She said, "Do you have any share in this firm?"
She asked if I had any share in that firm.
3. They said, "Have you ever visited Murree Hills?"
They asked if I had ever visited Murree Hills.
4. He said, "Are not you ashamed of your self?"
He asked if I were not ashamed of myself.
5. The teacher said, "Did you do your home task yesterday?"

- The teacher asked if I did my home task the previous day.
6. The mother said, "Did not I asked you not to go there?"
The mother asked if she had not forbade me to go there.
 7. Rehana said, "Will you stop interfering in my work?"
Rehana asked if I would stop interfering in her work.
 8. The mother said, "Shall we invite the Qureshis also?"
The mother asked if they would invite the Qureshis also.
 9. Adnan said, "Had you left Karachi before writing this letter?"
Adnan asked if I had left Karachi before writing that letter.
 10. The judge said, "Have you any more to say?"
The judge asked if I had any more to say.
 11. He said, "What do you want me to do?"
He asked what I wanted him to do.
 12. The mother said, "How did you fail in your examination?"
The mother asked how I failed in my examination.
 13. Raza said, "Where are you going?"
Raza asked where I were going.
 14. The teacher said, "Whose is this book?"
The teacher asked whose that book was.
 15. The teacher said, "Who is the author of this book?"
The teacher asked who the author of that book was.
 16. The stranger said, "Which is the way to Shalimar Gardens?"
The stranger asked which the way to Shalimar Gardens was.
 17. The manager said, "How do you propose to solve this problem?"
The manager asked how I proposed to solve that problem.
 18. The boy said, "What do you want me to do?"
The boy asked what I wanted him to do.
 19. The pupil said, "Where have I eased?"
The pupil asked where he had eased.
 20. The teacher said, "Who is next on list?"
The teacher asked who next on list was.

EXERCISE - 3

(Imparitive)

1. He said to his sister, "Please say something."
He requested his sister to say something.

2. She said to her friends, "Please have a dinner with me tomorrow at eight."

She requested her friend to have a dinner with her the next day at eight.

3. The judge said, "Call the next witness."

The judge ordered to call the next witness.

4. Farahan said to his uncle, 'Please help me in getting some job.'

Farhan requested his uncle to help him in getting some job.

5. The doctor said to the patient, "Take complete rest and follow my direction."

The doctor advised the patient to take complete rest and follow his direction.

6. The teacher said to the pupil, "Read the paragraph and explain it in simple English."

The teacher advised the pupil to read the paragraph and explain it in simple English.

7. The mother said to her daughter, "Please tidy up your room."

The advised her daughter to tidy up her room.

8. She said to me, "Do not waste your time in idle talk."

She forbade me to waste my time in idle talk.

9. The father said to his son, "Get up early in the morning and go for a walk."

The father advised his son to get up early in the morning and go for a walk.

10. Afshan said, "Let us go for a picnic on Friday."

Afshan proposed to go for a picnic on Friday.

11. He said to his friend, "Please lend me your bike for a day."

He requested his friend to lend him his bike for a day.

12. He said to her, "Please fetch me a glass of water."

He requested her to fetch him a glass of water.

13. The master said to the servant, "Go and fetch me a glass of milk."

The master commanded the servant to go and fetch him a glass of milk.

14. The father said to his son, "Do not leave this room without my permission."

The father forbade his son to leave that room without his permission.

15. She said to them, "Let us not deceive ourselves."
She proposed them not to deceive themselves.

EXERCISE - 4

(Prayers and Exclamatory)

1. She said to her father, "May you live long."
She prayed for her father that he might live long.
2. She said, "May you prosper."
She prayed that I might prosper.
3. The mother said to her daughter, "May God bless you with a son."
The mother prayed for her daughter that God might bless her with a son.
4. She said, "Would that my father were alive."
She wished that her father had been alive.
5. The mother said to her son, "May you return successful."
The mother prayed for her son that he might return successful.
6. She said, "What a beautiful piece of art."
She exclaimed with wonder that it was a very beautiful piece of art.
7. He said, "How well she sings."
He exclaimed with wonder that she sang very well.
8. He said, "Alas! We cannot defeat our enemies."
He exclaimed with sorrow that they could not defeat their enemies.
9. She said, "What a pity you missed that function."
She exclaimed with sorrow that I had missed that function.
10. He said, "Hurrah! I have won the medal."
He exclaimed with joy that he had won the medal.

EXERCISE - 5

(Reporting not in Past Tense)

1. They say, "We have done our duty."
They say that they have done their duty.
2. She says, "We have shifted to another house."
She says that they have shifted to another house.
3. The teacher will say, "You have done your work very well."
The teacher will say that I have done my work very well.
4. He says, "She has written me a very encouraging letter."
He says that she has written her a very encouraging letter.
5. She says, "We love and respect our neighbours very much."
She says that they love and respect their neighbours very much.
6. She has said, "She is ready to accompany us to Karachi."
She has said that she is ready to accompany us to Karachi.
7. He says, "I have not heard the latest news about her."
He says that he has not heard the latest news about her.
8. The doctor says, "The patient is still in a state of coma."
The doctor says that the patient is still in a state of coma.
9. The teacher says, "She has always been a good student."
The teacher says that she has always been a good student.
10. She will say, "She did not come up to my expectations."
She will say that she did not come up to my expectations.

Adverbs

Adverbs describe verbs (actions). They give more detail about the action.

- My cat eats **slowly**.

Slowly is an **adverb** since it describes the way my cat eats.

How does my cat eat? Slowly.

Adverbs will generally answer the question 'How'.

Some **adverbs** are used to modify an **adjective**.

Adverbs that do this are: very, extremely, really, totally, absolutely, quite, fairly, well. These are normally placed before the adjective.

- It was **very** hot yesterday.
- He is **totally** crazy.

Types of Adverbs

There are many types of adverbs, such as:

Adverbs of Frequency - always, sometimes, never, etc.

Adverbs of Manner - carefully, slowly

Adverbs of Time and Place - here, yesterday, then

Adverbs of Relative Time - recently, already, soon

Adverbs of Degree - very, extremely, rather

Adverbs of Quantity - a few, a lot, much

Adverbs of Attitude - fortunately, apparently, clearly

Adverbs Word Order

Adverbs are usually placed after the *verb*:

- He *speaks* **clearly**.

When there is an object, the **adverb** is usually placed after the *verb + object*:

- I *put the vase* **carefully** on the table.

However, adverbs are never positioned between the verb and the object.

- I read the book quickly. - (Correct)
I read quickly the book. - (Incorrect)

Sometimes adverbs are placed at the beginning of a clause.

- Quickly, I changed my opinion.

We use some adverbs to describe how frequently we do an activity. These are called adverbs of frequency and include:

Frequency	Adverb of Frequency	Example Sentence
100%	always	I always go to bed before 11pm.
90%	usually	I usually walk to work.
80%	normally / generally	I normally go to the gym.
70%	often* / frequently	I often use the internet.
50%	sometimes	I sometimes forget my brother's birthday.
30%	occasionally	I occasionally eat sea food.
10%	seldom / rarely	I seldom read the newspaper.
5%	hardly ever	I hardly ever exercise.

0%	never	I never swim in the sea.
----	-------	---------------------------------

* Some people pronounce the 'T' in often but many others do not.

The Position of the Adverb in a Sentence

An adverb of frequency goes **before** a main verb (except with To Be).

Subject + adverb + main verb

I **always** *remember* to do my homework.

He **normally** *gets* good marks in exams.

An adverb of frequency goes **after** the verb To Be.

Subject + to be + adverb

They *are* **never** pleased to see me.

She *isn't* **usually** bad tempered.

When we use an auxiliary verb (have, will, must, might, could, would, can, etc.), the adverb is placed between the auxiliary and the main verb. This is also true for to be.

Subject + auxiliary + adverb + main verb

She *can* **sometimes** *beat* me in a race.

I *would* **hardly ever** *be* unkind to someone.

They *might* **never** *see* each other again.

They *could* **occasionally** *be* heard laughing.

We can also use the following adverbs at the start of a sentence:
Usually, normally, often, frequently, sometimes, occasionally

- Occasionally, I like to eat sea food.

BUT we **cannot** use the following at the beginning of a sentence:
Always, seldom, rarely, hardly, ever, never.

We use **hardly ever** and **never** with positive, **not** negative verbs:

- She **hardly ever** comes to my parties.
- They **never** say 'thank you'.

We use **ever** in questions and negative statements:

- Have you **ever** been to New Zealand?
- I haven't **ever** been to Switzerland. (The same as 'I have never been Switzerland').

We can also use the following expressions when we want to be more specific about the frequency:
- every day - once a month - twice a year - four times a day - every other week

Adjective vs. Adverb Review

Adjectives describe nouns (things).

- My dog is **slow**.

Slow is an **adjective** since it describes the subject (my dog).
How is my dog? Slow

Adverbs describe verbs (actions).

- My dog eats **slowly**.

Slowly is an **adverb** since it describes the way my dog eats.
How does my dog eat? Slowly.

Adverbs -LY

Adverbs are normally formed by adding **-LY** to the end of an adjective.

E.g. Quick - Quickly

For adjectives that end in **-l** or **-e**, we simply add **-ly**:

special + ly	= specially
terminal + ly	= terminally
literal + ly	= literally
nice + ly	= nicely
polite + ly	= politely

There are of course some expectations:

true	truly
whole	wholly
due	duly
full	fully

Adverbs ending in -Y

For adjectives that end in **-y**, we remove the **-y** and add **-ily**:

crazy	crazily
happy	happily

Adverbs ending in -LE

For adjectives that end in a **consonant + le** we remove the **-e** and add **-y**:

terrible	terribly
horrible	horribly
noble	nobly
idle	idly

Adverbs ending in -IC

If the adjective ends in **-ic**, we add **-ally**:

ironic	ironically
enthusiastic	enthusiastically
realistic	realistically

Except: public - publicly

Irregular Adverbs

Some adverbs, are irregular:

Adjective	Adverb	Example
fast	fast	The man drives very fast (quickly).
good	well	You speak English very well.

Can - Cannot - Can't

Can is a modal verb (An auxiliary verb, such as 'can' or 'will').

Can is used to express ability or to say that something is possible.

Can is the same for all subjects. We don't add an 'S' in the third person (like other verbs)

The verb that comes after **Can** is in the infinitive without **to**:

- I **can** *spea*k Spanish. (= it is possible for me to speak Spanish = I have the ability to speak Spanish)
- He **can** *swim* well.
- We **can** *see* my neighbour in the garden.
- They **can** *play* the guitar.

Negative

To form the negative we add "not" after **can** to form one word: **cannot**.

We can also contract the negative to form **can't**. (can't = cannot)

- I **cannot** *play* the piano. We **can't** *go* to the cinema tonight.
- She **cannot** *spea*k French very well. He **can't** *drive* a car.

Questions

To form the question we change the position of the subject and the auxiliary verb.

The main verb is still in the infinitive (فعل مطلق) without **to**.

- Where **can** I *buy* an ice-cream?
- **Can** I *go* to the party, please?
- **Can** you *spea*k Japanese?
- What **can** we *do* on Saturday?

Remember that you can use short answers:

- Can I sit here please? **Yes, you can.**
- Can you speak Chinese? **No, I can't.**

Impersonal Can

Sometimes **You can** and **Can you...?** are impersonal and refer to people in general.

- **You can** see many stars at night from here. (= people in general can see many stars)

It doesn't necessarily refer to you but people in general.

- **You can't** run naked in the middle of the street.

Not necessarily saying YOU can't run naked in the middle of the street but in general it is not possible for anyone.

Do vs. Does

To make a question in English we normally use **Do** or **Does**. It is normally put at the beginning of the question.

Affirmative: You speak English.

Question: **Do** you speak English?

You will see that we add **DO** at the beginning of the affirmative sentence to make it a question. We use **Do** when the subject is **I, you, we** or **they**.

Affirmative: He speaks English.

Question: **Does** he speak English?

When the subject is **he, she** or **it**, we add **DOES** at the beginning to make the affirmative sentence a question. Notice that the letter **S** at the end of the verb in the affirmative sentence (because it is in third person) disappears in the question. We will see the reason why below.

We **DON'T** use **Do** or **Does** in questions that have the verb **To Be** or **Modal Verbs** (can, must, might, should etc.)

Word Order of Questions with Do and Does

The following is the word order to construct a basic question in English using **Do** or **Does**.

Do/Does	Subject	Verb*	The Rest of the sentence
Do	I / you / we / they	have / buy	bread for breakfast?
Does	he / she / it	eat / like etc.	

*Verb: The verb that goes here is the base form of the infinitive = The infinitive without TO before the verb. Instead of the infinitive **To have** it is just the **have** part.

Remember that the infinitive is the verb before it is conjugated (changed) and it begins with **TO**. For example: to have, to eat, to go, to live, to speak etc.

Examples of Questions with Do and Does:

- **Do** you speak English?
- **Does** Ahmad speak French?
- **Do** we have time for a quick drink?
- **Does** it rain a lot in Lahore?
- **Do** they want to come with me?
- **Does** she like chocolate?

Short Answers with Do and Does

In questions that use do/does it is possible to give short answers to direct questions as follows:

Sample Questions	Short Answer (Affirmative)	Short Answer (Negative)
Do you speak English?	Yes, I do.	No, I don't.
Do I need a dictionary?	Yes, you do.	No, you don't.
Do you both speak English?	Yes, we do.	No, we don't.
Do they speak English?	Yes, they do.	No, they don't.
Does he speak English?	Yes, he does.	No, he doesn't.
Does she speak English?	Yes, she does.	No, she doesn't.
Does it have four legs?	Yes, it does.	No, it doesn't.

However, if a question word such as **who, when, where, why, which** or **how** is used in the question, you cannot use the short answers above to respond to the question.

The order for making sentences with Questions words is the following:

Question Word	Do/Does	Subject	Verb
What	do	you	have for breakfast?
What	does	she	have for breakfast?
Where	do	you	live?
When	do	you	study?
How	do	you	spell your name?

To make a negative sentence in English we normally use **Don't** or **Doesn't** with all verbs EXCEPT **To Be** and **Modal verbs** (Can, might, should etc.).

Affirmative: You speak Spanish.

Negative: You **don't** speak Spanish.

You will see that we add **don't** between the subject and the verb. We use **Don't** when the subject is **I, you, we** or **they**.

Affirmative: He speaks Spanish.

Negative: He **doesn't** speak Spanish.

When the subject is **he, she** or **it**, we add **doesn't** between the subject and the verb to make a negative sentence. Notice that the letter **S** at the end of the verb in the affirmative sentence (because it is in third person) disappears in the negative sentence. We will see the reason why below.

Contractions

Don't = Do not

Doesn't = Does not

I **don't** like fish = I **do not** like fish.

There is no difference in meaning though we normally use contractions in spoken English.

Word Order of Negative Sentences

The following is the word order to construct a basic negative sentence in English in the Present Tense using **Don't** or **Doesn't**.

Subject	don't/doesn't	Verb*	The Rest of the sentence
I / you / we / they	don't	have / buy	bread for breakfast
he / she / it	doesn't	eat / like etc.	

*Verb: The verb that goes here is the base form of the infinitive = The infinitive without TO before the verb. Instead of the infinitive **To have** it is just the **have** part.

Remember that the infinitive is the verb before it is conjugated (changed) and it begins with **TO**. For example: to have, to eat, to go, to live, to speak etc.

Examples of Negative Sentences with Don't and Doesn't:

- You **don't** speak Russian.
- John **doesn't** speak French.
- We **don't** have time for a quick drink.
- It **doesn't** rain much in summer.
- They **don't** want to come with us.
- She **doesn't** like meat.

Conjugation of Have and Go

To Have = To show possession / a quality

To Go = to show movement (travel) in a specific direction

Subject	To Have	The Rest of the sentence
I / you / we / they	have	an old bike.
he / she / it	has	a new car.

Subject	To Go	The Rest of the sentence
I / you / we / they	go	to class every day.
he / she / it	goes	to the movies on Friday.

Usually we only add 'S' to a verb when we conjugate it in the third person but notice how **To Have** and **To Go** are slightly irregular (though they still both end in S).

Have and Go in Negative Sentences

To make a negative sentence in English with **To Have** and **To Go** we use **Don't** or **Doesn't** followed by **Have** or **Go** (never Has or Goes).

Affirmative: You **have** a pen.

Negative: You **don't have** a pen.

You will see that we add **don't** between the subject and the verb. We use **Don't** when the subject is **I, you, we** or **they**.

Affirmative: He **has** a pencil.

Negative: He **doesn't have** a pencil.

When the subject is **he, she** or **it**, we add **doesn't** between the subject and the verb to make a negative sentence. Notice that we don't use the normal third person conjugation (has, goes) in negative sentences. We use the base form of the infinitive as seen below.

Word Order of Negative Sentences

The following is the word order to construct a basic negative sentence in English in the Present Tense using **Don't** or **Doesn't**.

Subject	don't/doesn't	To Have*	The Rest of the sentence
I / you / we / they	don't	have	bread for lunch.

he / she / it	doesn't		
---------------	---------	--	--

Subject	don't/doesn't	To Go*	The Rest of the sentence
I / you / we / they	don't	go	to classes every day.
he / she / it	doesn't		

*Verb: The verb that goes here is the base form of the infinitive = The infinitive without TO before the verb. Instead of the infinitive **To have** it is just the **have** part.

Remember that the infinitive is the verb before it is conjugated (changed) and it begins with **TO**. For example: to have, to eat, to go, to live, to speak etc.

Examples of Negative Sentences with Have:

- You **don't** have a clue.
- John **doesn't** have many friends.
- We **don't** have time for a rest.
- It **doesn't** have four wheels.
- They **don't** have the correct answers.
- She **doesn't** have a nice dress.

Examples of Negative Sentences with Go:

- You **don't** go to university.
- Ahmad **doesn't** go to parties.
- We **don't** go to work on the weekend.
- It **doesn't** go fast.
- They **don't** go to the beach.
- She **doesn't** go to university.

Questions with Have and Go

To make a question in English with **To Have** and **To Go**, we normally use **Do** or **Does** at the beginning of the question.

Affirmative: You have a friend.

Question: **Do** you **have** a friend?

You will see that we add **DO** at the beginning of the affirmative sentence to make it a question. We use **Do** when the subject is **I, you, we** or **they**.

Affirmative: She has a friend.

Question: **Does** she **have** a friend?

When the subject is **he, she** or **it**, we add **DOES** at the beginning to make the affirmative sentence a question. Notice that we don't use the normal third person conjugation (has, goes) in questions. We use the base form of the infinitive as seen below.

Word Order of Questions with Do and Does

The following is the word order to construct a basic question in English using **Do** or **Does**.

Do/Does	Subject	Verb*	The Rest of the sentence
Do	I / you / we / they	have	a new bike?
Does	he / she / it		

Do/Does	Subject	Verb*	The Rest of the sentence
Do	I / you / we / they	go	to school?
Does	he / she / it		

*Verb: The verb that goes here is the base form of the infinitive = The infinitive without TO before the verb. Instead of the infinitive **To have** it is just the **have** part.

Remember that the infinitive is the verb before it is conjugated (changed) and it begins with **TO**. For example: to have, to eat, to go, to live, to speak etc.

Examples of Questions with Have and Go:

- **Do** you have a dictionary?
- **Does** Shazia have a dictionary?
- **Do** we go to all the meetings?
- **Does** she go to all the meetings?

Short Answers with Have and Go

In questions that use do/does it is possible to give short answers to direct questions as follows:

Sample Questions	Short Answer (Affirmative)	Short Answer (Negative)
Do you have a car? Do you go to college?	Yes, I do.	No, I don't.
Do I have time? Do I go to work today?	Yes, you do.	No, you don't.
Do you both have time? Do you both go to school?	Yes, we do.	No, we don't.
Do they have a car?	Yes, they do.	No, they don't.

Do they go to the college?		
Does he have a car? Does he go to university?	Yes, he does.	No, he doesn't.
Does she have a car? Does she go to the gym?	Yes, she does.	No, she doesn't.
Does it have four wheels? Does it go slow?	Yes, it does.	No, it doesn't.

However, if a question word such as **who**, **when**, **where**, **why**, **which** or **how** is used in the question, you cannot use the short answers above to respond to the question.

Noun + To Be + Noun

Nouns are words that name things. Some common nouns include those used for animals, countries, food, languages, cities and countries.

When we are explaining things, we use **Noun + To Be + Noun**:

- English is a language. (Noun + To Be + Noun)
- A chicken is a bird. (Noun + To Be + Noun)

Singular Noun + IS + Singular Noun

We use **IS** between the two singular nouns.

- Pepsi **is** a drink.
- Paris **is** a city.
- France **is** a country.
- French **is** a language.
- Asia **is** a continent.

Note that we normally use an article (A / AN) before a singular noun.

Articles + Nouns

'A' or 'AN' are articles. In English we normally use **articles** before singular nouns.

A is used before a word that begins with a **consonant**.

An is used before a word that begins with a **vowel**.

Vowels: A, E, I, O, U.

Consonants: B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z.

For example:

- Pakistan is **a** country. (A before consonant)
- Lahore is **a** city. (A before consonant)
- An apple is **a** fruit (A before consonant)
- A dog is **an** animal. (AN before vowel)
- A mosquito is **an** insect. (AN before vowel)
- PIA is **an** airline. (AN before vowel)

Plural Noun + Are + Plural Noun

Singular Noun + **IS** + Singular Noun

Plural Noun + **ARE** + Plural Noun

Note that we **do not** use an article (A / AN) with a plural noun.

For example:

- A dog is an animal. (singular)
- Dogs are animals. (plural)
- Spanish is a language. (singular)
- Spanish and Italian are languages. (plural)
- Cities are places. (plural)
- Countries are states. (plural)

Past Tense Irregular Verbs List

Part One

The following is a list of Irregular Verbs in English:

Verb	Past Simple	Past Participle
arise	arose	arisen
babysit	babysat	babysat
be	was / were	been
beat	beat	beaten
become	became	become
bend	bent	bent
begin	began	begun
bet	bet	bet
bind	bound	bound
bite	bit	bitten
bleed	bled	bled

blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	gotten
give	gave	given
go	went	gone
grow	grew	grown
hang*	hung	hung
have	had	had
hear	heard	heard

hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
lay	laid	lain
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie **	lay	lain
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
quit	quit	quit
read ***	read	read
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
sell	sold	sold
send	sent	sent
set	set	set
shake	shook	shaken
shine	shone	shone
shoot	shot	shot
show	showed	shown
shut	shut	shut
sing	sang	sung

sink	sank	sunk
sit	sat	sat
sleep	slept	slept
slide	slid	slid
speak	spoke	spoken
spend	spent	spent
spin	spun	spun
spread	spread	spread
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
strike	struck	struck
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
understand	understood	understood
wake	woke	woken
wear	wore	worn
win	won	won
withdraw	withdrew	withdrawn
write	wrote	written

* **HANG** - Hang has two different meanings. The first is "to attach (or hang) something in a high position" (e.g. on the wall or on a hook). In this case we use the above verbs Hang-Hung-Hung.
BUT when Hang means "to kill someone by putting a rope around someone's neck and leaving them in a high position without any support", we use different verbs: Hang-Hanged-hanged. This verb is typical of public executions in the past. (e.g. They hanged him in the main square.)

** **LIE** - Lie has two meanings. When it means "to put your body in a horizontal position" (normally on a bed) it uses the Lie-Lay-Lain verbs. BUT it is regular Lie-Lied-Lied when it has the other meaning of "not to say the truth".

*** **READ** - Even though they are written the same, the pronunciation is different in the Past Tense and Past Participle form.

Part Two

The following verbs can be regular or irregular:

Verb	Past Simple	Past Participle
burn	burned OR burnt	burned OR burnt
dream	dreamed OR dreamt	dreamed OR dreamt
learn	learned OR learnt	learned OR learnt
smell	smelled OR smelt	smelled OR smelt

The second form (burnt, dreamt etc.) is more common in British English.

Part Three

Verbs that have the same form in Present, Past and Past Participle form:

Verb	Past Simple	Past Participle
bet	bet	bet
broadcast	broadcast	broadcast
cut	cut	cut
hit	hit	hit
hurt	hurt	hurt
let	let	let
put	put	put
quit	quit	quit
read	read	read
set	set	set
shut	shut	shut
spread	spread	spread

All of the verbs above are written and pronounced the same in the three forms EXCEPT for **Read** which is written the same but pronounced differently.

Present Tense - Third Person

Normally in the present tense we add **S** to the end of the verb in the 3rd person (He, She, It).

Verb	3rd Person
Speak	Speaks
Play	Plays
Give	Gives
Make	Makes

- He **speaks** three languages.
- She **drinks** coffee every morning.
- My dog **hates** my cat.

Irregular Verbs

Irregular verbs in English in the present tense follow very simple rules. The only change that is made to these verbs is in the third person – for He, She or It.

1. If the verb ends in **SS, X, CH, SH** or the letter **O**, we add + **ES** in the third person.

Verb	3rd Person
Kiss	Kisses
Fix	Fixes
Watch	Watches
Crash	Crashes
Go	Goes

- A mechanic **fixes** cars.
- She **watches** dramas every afternoon.
- He **kisses** his daughter before he **goes** to work.

2. If the verb ends in a **Consonant + Y**, we remove the Y and + **IES** in the third person.

Verb	3rd Person
Carry	Carries

Hurry	Hurries
Study	Studies
Deny	Denies

- Fatima **studies** every night.
- The baby **cries** all the time.
- He **denies** all responsibility.

Negative Sentence

To form the negative we use the auxiliary **do not**. Again, the only variation occurs in the 3rd person where we use **does not**.

Positive	Negative
I talk	I do not talk
She talks	She does not talk
You sleep	You do not sleep
He sleeps	He does not sleep
Aslam studies	Aslam does not study
We study	We do not study

In the negative, the main verb is always in the bare infinitive (without TO). It doesn't change for the third person. We don't put an **S** on the end of the verb in the negative form. In the examples above - talk, sleep and study do not change in the 3rd person.

- He **speaks** English.
He doesn't **speak** English.

Remember: **Do not** can be abbreviated to **Don't** and **Does not** can be abbreviated to **Doesn't**.

Present Tense vs Progressive Tense

Simple Present Tense

We use the simple present tense:

1. For facts

- Whales live in the ocean.
- K2 is the highest mountain of Pakistan.
- The flight from Pakistan to Saudi Arab is three hours.

2. For repeated or regular actions

- Flights to Karachi leave every hour.
- I eat breakfast at the table.
- We work every day of the week.

3. For habits

- I brush my teeth three times a day.
- He only drinks apple juice.
- We celebrate Independence Day on the 14th of August.

4. For things that are generally true in the present time period:

- Australian cricket team is the best cricket team in the world at the moment.
- She is my friend.
- We study English.

Present Progressive Tense

We use the present progressive tense:

1. When somebody is doing something at this moment.

- Sarah is changing her clothes right now.
- Her friend is waiting for her.
- We are learning the progressive tense in English.

2. When something is happening at this moment. When the action has started but hasn't finished.

- It is snowing at the moment.
- The economy is growing at a rapid rate.
- The children are sleeping, so please be quiet.

3. To talk about something that is happening around the time of speaking but not necessarily at that exact moment.

- Hamid is studying a lot for his exam.
- I'm reading a great book. (not necessary right at this moment)
- We are planning a trip to Northern Areas.

Present vs. Progressive Tense

A significant difference between these two tenses is we use the **simple present tense** for things that are permanent or are in general and the **present progressive tense** for things that may change or are temporary.

Compare:

Permanent	Temporary
Saleem lives in Sialkot.	Saleem is living with his friends for now.
Qadir smokes .	Qadir is smoking in the kitchen.
We walk to work.	We're walking in the park.
I speak English.	I am speaking English right now.

Verbs that we don't use in the Progressive Tense

Another difference is that there are some verbs in English that we don't use in the progressive tense. These include:

Belong - Cost - Hate - Have (possession) - Hear - Know - Like - Love - Need - Own - Remember - Seem - Smell - Understand - Want

Different Meanings

In questions the same verb can change the meaning depending on if it is in the present or the present progressive tense.

Differences in meaning of verb	
Statement	Meaning
What do you do?	What <i>is</i> your job?
What are you doing?	What are you doing <i>at the moment</i> ?
What do you read?	What do you <i>like</i> to read?
What are you reading?	What are you reading <i>right now</i> ?

Present vs. Progressive vs. Past Tense

Present Tense

We use the present tense:

1. For facts.

- A square **has** four equal sides.
- Islamabad **is** the capital of Pakistan.

2. For repeated or regular actions in the present time period.

- Flights to Buenos Aires **leave** every thirty minutes.
- The bells of the town clock **ring** every hour.

3. For habits

- I **brush** my teeth every morning.
- He **goes** to the gym after work.

4. For things that are generally true in the present time period.

- Manchester United is the best team in European football at the moment.
- My friend lives in Karachi.

We use the present tense when the beginning or ending of an action, event or condition is unknown or unimportant to the meaning of the sentence.

Progressive Tense

We use the present progressive tense:

1. When somebody is doing something at the moment.

- Saima **is washing** her hair.
- Shazia **is playing** table-tennis.

2. When something is happening at the moment.

- It **is snowing** at the moment.
- Eid shopping is going on in bazaar now a days.

3. To talk about something that is happening around the time of speaking but not necessarily at that exact moment.

- My brother **is learning** how to play the violin at school.
- Computers **are becoming** smaller and faster all the time.

A sentence in the Present Continuous indicates that the action, event or condition is ongoing. It is happening at this point in time and emphasizing the continuing nature of an act, event or condition.

Past Tense

The Past Tense is used:

1. To indicate that an action, event or condition has started and finished. It can be included with a time reference (for more information) or without.

- They went to the beach.
- Saqib slept for ten hours.

2. To talk about something which was true in the past.

- Kyoto was the capital of Japan for 1100 years.
- Margaret Thatcher was the Prime Minister of Great Britain.

3. When we are talking about a particular time in the past.

- I visited Egypt in 2000.
- I spoke to my sister last night.

It can be included with a time reference (for more information) or without it.

Comparing the Tenses

A sentence in the Present Continuous indicates that the action, event or condition is ongoing. It is happening at this point in time and emphasizing the continuing nature of an act, event or condition.

A significant difference between the **simple present tense** and the **Progressive Tense** is:

We use the **Simple Present Tense** for things that are permanent

We use the **Present Progressive** for things that may change (are temporary).

Compare:

- Saleem lives in Sialkot. (Permanent)
- Saleem is living in Sialkot for six months. (Temporary)
- It rains a lot in winter (Permanent)
- It is raining outside (temporary)

Present	I live in Sialkot	Right now - Permanent
Progressive	I am living in Sialkot	For the moment - Temporary
Past	I lived in Sialkot	Happened in the past (not now)

	Affirmative	Negative	Question
--	--------------------	-----------------	-----------------

Present	I live in Sialkot.	I don't live in Sialkot.	Do you live in Sialkot?
Progressive	I'm living in Sialkot	I'm not living in Sialkot.	Are you living in Sialkot?
Past	I lived in Sialkot.	I didn't live in Sialkot.	Did you live in Sialkot?

Plural Nouns

In general the plural of a noun is formed by adding -S to the noun.

Singular	Plural
car	cars
house	houses
book	books
bird	birds
pencil	pencils

However:

1. When the noun ends in SS, SH, CH or X, we add -ES to the noun.

Singular	Plural
kiss	kisses
wish	wishes
match	matches
box	boxes
fox	foxes

- I have a box in my bedroom.
- I have three boxes in my bedroom.

2. When the noun ends in a VOWEL + Y, we add -S to the noun.

Singular	Plural
boy	boys
holiday	holidays
key	keys
guy	guys

3. When the noun ends in a CONSONANT + Y, we remove Y and add -IES to the noun.

Singular	Plural
party	parties
lady	ladies
story	stories

nanny	nannies
city	cities

4. If the noun ends in F or FE, we remove the F/FE and add -VES to the noun.

Singular	Plural
life	lives
leaf	leaves
thief	thieves
wife	wives

5. If the noun ends in IS, we change it to ES.

Singular	Plural
analysis	analyses
basis	bases
crisis	crises

6. There are a number of nouns that don't follow these rules. They are irregular and you need to learn them individually because they don't normally have an S on the end.

Singular	Plural
man	men
woman	women
child	children
foot	feet
tooth	teeth
goose	geese
mouse	mice

- There is a child in the park.
- There are many children in the park.

7. There are some nouns in English that are the same in the singular and the plural.

Singular	Plural
fish	fish
sheep	sheep
deer	deer
moose	moose
aircraft	aircraft

- I can see a sheep in the field.

- I can see ten sheep in the field.

Sometimes you will hear the word *fishes* (especially in songs) though it is grammatically incorrect.

Possessive Adjectives

Possessive adjectives are used to show possession or ownership of something. While we use them when we refer to people, it is more in the sense of relationship than ownership.

The **possessive adjectives** in English are as follows:

Subject	Possessive Adjective
I	My
You	Your
He	His
She	Her
It	Its
We	Our
You (pl)	Your
They	Their

The possessive adjective needs to agree with the possessor and not with the thing that is possessed.

Examples

- **My** car is very old.
- **Her** boyfriend is very friendly.
- **Our** dog is black.
- **Their** homework is on the table.

Like all adjectives in English, they are always located directly in front of the noun they refer to. (Possessive Adjective + Noun)

We do not include an S to the adjective when the noun is plural like in many other languages.

Examples:

- **Our** cars are expensive. (Correct)
Ours cars are expensive. (Incorrect)

However, the verb that is used needs to be in agreement with the noun - if the noun is singular then the verb is singular; if the noun is plural then the verb is plural.

Examples:

- My **pen is** black. (Singular)
My **pens are** black. (Plural)
- Our **child is** intelligent. (Singular)
Our **children are** intelligent. (Plural)

Its vs. It's

Be careful not to confuse **its** and **it's**.

Its = The possessive adjective for It.

It's = a contraction of it is.

Possessive Pronouns

Possessive pronouns are used in English to avoid repeating information that is already clear. In general it makes the sentence less confusing because the same information is not being repeated.

This book is *my book*, not *your book*. (Sounds repetitive)

This book is **mine**, not **yours**. (Mine and yours are **possessive pronouns**)

In the sentence, **mine** is a possessive pronoun that replaces *my book*.

In the sentence, **yours** is a possessive pronoun that replaces *your book*.

The **possessive pronouns** in English are as follows:

Subject	Possessive Pronouns
I	Mine
You	Yours
He	His
She	Hers
It	Its
We	Ours
You (pl)	Yours
They	Theirs

Examples:

- I didn't have my umbrella so Shama lent me **hers**.
(I didn't have my umbrella so Shama lent me her umbrella).
- Her car is faster than **mine**.
(Her car is faster than my car).
- That food is **ours** and not **theirs**.
(That food is our food and not their food).
- I know this drink is **yours** but I need to drink something.
(I know this drink is your drink but I need to drink something).

Remember that with possessive pronouns there are no apostrophes (').

Of yours

It is also very common to say a friend/some friends + of + possessive pronouns.

- I saw one of your friends last night.
I saw a friend **of yours** last night.

Both of these sentences are correct and both common in English.

Yours faithfully - Yours sincerely

Yours is also used in English with *faithfully* or *sincerely* at the end of a formal letter or e-mail. The two common expressions are:

- Yours faithfully (If it someone that you don't know)
- Yours sincerely (If it is someone that you know)

Object Pronouns

The seven basic pronouns have one form when they are used as subjects and another form when they are used as objects.

Subjects are what the sentence is about.

Objects are what is affected by the action of the subject.

- I like mango juice. (I is the subject).
- I read books. (Books is the object as it is receiving the action).

PRONOUNS	
Subject Pronoun	Object Pronoun
I	Me
You	You
He	Him
She	Her
It	It
We	Us
You (plural)	You
They	Them

Object pronouns are used instead of nouns, usually because we already know what the object is. It makes the sentence easier to read and understand and

avoids repetition. We normally use object pronouns after a verb or a preposition.

Examples	
I like horses .	Subject Pronoun
Horses don't like me .	Object Pronoun
We talk to our neighbour.	Subject Pronoun
She talks to us .	Object Pronoun
They listen to the teacher.	Subject Pronoun
Listen to me carefully.	Object Pronoun
You speak very quickly.	Subject Pronoun
We watch them on TV.	Object Pronoun

The Object Pronoun - it

Be careful when using 'it' as an object pronoun because it is only in the correct context that it has meaning. It needs to have already been mentioned or obvious to the listener what you are referring to. Compare;

- You are sitting on **it**! (The listener probably doesn't know what the speaker refers to).
- **The letter** is on the sofa. You are sitting on **it**! (It is obvious in the second sentence that the reference is to the letter)

Question Words

The most common **question words** in English are the following:

WHO

WHO is only used when referring to people. (= I want to know the person)

Examples:

- Who is the best football player in the world?
- Who are your best friends?
- Who is that strange guy over there?

WHERE

WHERE is used when referring to a place or location. (= I want to know the place)

Examples:

- Where is the library?
- Where do you live?
- Where are my shoes?

WHEN

WHEN is used to refer to a time or an occasion. (= I want to know the time)

Examples:

- When do the shops open?
- When is his birthday?
- When are we going to finish?

WHY

WHY is used to obtain an explanation or a reason. (= I want to know the reason)

Examples:

- Why do we need a nanny?
- Why are they always late?
- Why does he complain all the time?

Normally the response begins with "Because..."

WHAT

WHAT is used to refer to specific information. (= I want to know the thing)

Examples:

- What is your name?
- What is her favourite colour?
- What is the time?

WHICH

WHICH is used when a choice needs to be made. (= I want to know the thing between alternatives)

Examples:

- Which drink did you order – the Pepsi or the Coke?
- Which day do you prefer for a meeting – today or tomorrow?
- Which is better - this one or that one?

HOW

HOW is used to describe the manner that something is done. (= I want to know the way)

Examples:

- How do you cook chicken?
- How does he know the answer?
- How can I learn English quickly?

With **HOW** there are a number of other expressions that are used in questions:

How much – refers to a quantity or a price (uncountable nouns)

Examples:

- How much time do you have to finish the test?
- How much is the jacket on display in the window?
- How much money will I need?

How many – refers to a quantity (countable nouns)

Examples:

- How many days are there in April?
- How many people live in this city?
- How many brothers and sister do you have?

How often – refers to frequency

Examples:

- How often do you visit your grandmother?

- How often does she study?
- How often are you sick?

How far – refers to distance

Examples:

- How far is the university from your house?
- How far is the bus stop from here?

Past Tense - Short Answers

As is the case with any verb tense in English, it is generally possible to give short answers to a question. This is certainly the case for questions in the past tense.

If the question commences with one of the traditional question words such as WHO, WHERE, WHEN, WHY, WHAT, WHICH or HOW, it requires a more detailed answer and it is not possible to give a short answer.

Examples of long answers

What did you do on the weekend?

- I went to a party with my friends.

(It is not possible to give a short answer to this question like 'Yes, I did').

Why did you call him?

- Because I needed to borrow his computer.

However, if the question is more direct, and commences with a verb or Did, then it is generally possible to give a short or a long answer to the question.

Examples

Was Qasim at the party last night?

- Yes, he was. (short answer)

- Yes, Qasim was at the party last night. (long answer)

Did you see Saima on the weekend?

- No, I didn't. (short answer)

- No, I didn't see Saima on the weekend. (long answer)

Could they speak Japanese?

- Yes, they could. (short answer)

- Yes, they could speak Japanese. (long answer)

As you can see, long answers usually sound repetitive and are not commonly used.

Short Answers with DID

Remember that if the question starts with DID, you can give a short answer using DID. It is not necessary to use the main verb in the answer.

Examples

Did you sleep well last night?
Yes, I did / No, I didn't.
Did the airplane arrive on time?
Yes, it did / No, it didn't.
Did they remember your birthday?
Yes, they did / No, they did not.
Did your parents ring you last week?
Yes, they did / No, they didn't.
Did you lose your dog?
Yes, I did / No, I did not.

In questions that use **DID** it is possible to give short answers as follows:

Sample Questions	Short Answer (Affirmative)	Short Answer (Negative)
Did I pass the test?	Yes, you did.	No, you didn't.
Did you need a dictionary?	Yes, I did.	No, I didn't.
Did you both like the movie?	Yes, we did.	No, we didn't.
Did they finish their homework?	Yes, they did.	No, they didn't.
Did he have a good time?	Yes, he did.	No, he didn't.
Did she want to leave early?	Yes, she did.	No, she didn't.
Did it have blue buttons?	Yes, it did.	No, it didn't.

Short Answers with Was / Were

In questions that use **Was** or **Were** it is possible to give short answers as follows:

Sample Questions	Short Answer (Affirmative)	Short Answer (Negative)
Was I correct?	Yes, you were.	No, you weren't.
Were you busy yesterday?	Yes, I was.	No, I wasn't.
Were you both embarrassed?	Yes, we were.	No, we weren't.
Were they hungry?	Yes, they were.	No, they weren't.
Was he late again?	Yes, he was.	No, he wasn't.
Was she a good student?	Yes, she was.	No, she wasn't.
Was it ready?	Yes, it was.	No, it wasn't.

Present Tense - Short Answers

Short Answers with Do and Does

In questions that use do/does it is possible to give short answers, to direct questions as follows:

Sample Questions	Short Answer (Affirmative)	Short Answer (Negative)
Do I need a ticket?	Yes, you do.	No, you don't.
Do you need a dictionary?	Yes, I do.	No, I don't.
Do you both speak English?	Yes, we do.	No, we don't.
Do they need help?	Yes, they do.	No, they don't.
Does he like chocolate?	Yes, he does.	No, he doesn't.
Does she want to come?	Yes, she does.	No, she doesn't.
Does it have four legs?	Yes, it does.	No, it doesn't.

Short Answers with To Be

In questions that use **Is** or **Are** it is possible to give short answers as follows:

Sample Questions	Short Answer (Affirmative)	Short Answer (Negative)
Am I early?	Yes, you are.	No, you aren't.
Are you busy now?	Yes, I am.	No, I'm not.
Are you both surprised?	Yes, we are.	No, we aren't.
Are they hungry?	Yes, they are.	No, they aren't.
Is he late again?	Yes, he is.	No, he isn't.
Is she a good student?	Yes, she is.	No, she isn't.
Is it ready?	Yes, it is.	No, it isn't.

In most cases, it is possible to give a short answer or a long answer to a question in English. In casual conversation, short answers are much more common than long answers. Long answers are for more formal conversations or if you want to give more information in your response.

Examples

- Do you like seafood?
- Yes, I do
- No, I don't.

- Can you speak German?
- Yes, I can
- No, I can't.
- Is there a hotel in this street?
- Yes, there is
- No, there isn't.
- Are they coming to the movies?
- Yes, they are
- No, they aren't.

If you look at the examples above you will notice that the answer uses the first verb in the question (even if it is an auxiliary verb). This is a common characteristic of short answers in English. Contrast that to long answers to each of those questions:

- Do you like seafood?
- Yes, I like seafood.
- No, I don't like seafood.
- Can you speak German?
- Yes, I can speak German.
- No, I can't speak German.
- Is there a hotel in this street?
- Yes, there is a hotel at the end of this street.
- No, there isn't a hotel in this street.
- Are they coming to the movies?
- Yes, they are coming to the movies.
- No, they are not coming to the movies.

You will notice that long answers often sound repetitive. A long answer to one of these questions would be considered very formal in English, and in most cases, unnecessary.

Remember, when you are accepting or refusing something to say 'yes, please' or 'no, thank you'. It is much more common to give short answers to questions like these:

- Would you like a cold drink?
Yes, please.
- Do you need any help?
No, thank you.

Short Answers - To Be

Present Tense

Short Answers with To Be

With To Be it is possible to give a short answer or a long answer to a question in English though in casual conversation, short answers are much more common than long answers. Long answers are for more formal conversations or if you want to give more information in your response.

In questions that use **Is** or **Are** it is possible to give short answers as follows:

Sample Questions	Short Answer (Affirmative)	Short Answer (Negative)
Am I late?	Yes, you are.	No, you aren't.
Are you tired?	Yes, I am.	No, I'm not.
Are you both happy?	Yes, we are.	No, we aren't.
Are they thirsty?	Yes, they are.	No, they aren't.
Is he sick again?	Yes, he is.	No, he isn't.
Is she a good teacher?	Yes, she is.	No, she isn't.
Is it available?	Yes, it is.	No, it isn't.

Examples

Are you from Pakistan?

- Yes, I am. (= Yes, I am from Pakistan)

- No, I'm not. (= No, I am not from Pakistan)

Is he an engineer?

- Yes, he is. (= Yes, he is an engineer)

- No, he isn't. (= No, he isn't an engineer)

Simple Present Tense

The simple present tense in English is used to describe an action that is regular, true or normal.

We use the present tense:

1. For repeated or regular actions in the present time period.

- I **take** the train to the office.
- The train to Lahore **leaves** every hour.
- Saleem **sleeps** eight hours every night during the week.

2. For facts.

- The President of The USA **lives** in The White House.
- A dog **has** four legs.
- We **come** from Switzerland.

3. For habits.

- I **get up** early every day.
- Aqsa **brushes** her teeth twice a day.
- They **travel** to their country house every weekend.

4. For things that are always / generally true.

- It **rains** a lot in winter.
- The Queen of England **lives** in Buckingham Palace.
- They **speak** English at work.

Verb Conjugation & Spelling

We form the present tense using the base form of the infinitive (without the TO).

In general, in the third person we add 'S' in the third person.

Subject	Verb	The Rest of the sentence
I / you / we / they	speak / learn	English at home
he / she / it	speaks / learns	English at home

The spelling for the verb in the third person differs depending on the ending of that verb:

1. For verbs that end in **-O**, **-CH**, **-SH**, **-SS**, **-X**, or **-Z** we add **-ES** in the third person.

- go – goes
- catch – catches
- wash – washes
- kiss – kisses
- fix – fixes
- buzz – buzzes

2. For verbs that end in a **consonant + Y**, we remove the **Y** and add **-IES**.

- marry – marries
- study – studies
- carry – carries
- worry – worries

NOTE: For verbs that end in a **vowel + Y**, we just add **-S**.

- play – plays
- enjoy – enjoys

Compiled by: Hafiz Ashfaq Ahmed

- say – says

Negative Sentences in the Simple Present Tense

To make a negative sentence in English we normally use **Don't** or **Doesn't** with all verbs EXCEPT **To Be** and **Modal verbs** (can, might, should etc.).

- Affirmative: You speak French.
Negative: You **don't** speak French.

You will see that we add **don't** between the subject and the verb. We use **Don't** when the subject is **I, you, we** or **they**.

- Affirmative: He speaks German.
Negative: He **doesn't** speak German.

When the subject is **he, she** or **it**, we add **doesn't** between the subject and the verb to make a negative sentence. Notice that the letter **S** at the end of the verb in the affirmative sentence (because it is in third person) disappears in the negative sentence. We will see the reason why below.

Negative Contractions

Don't = Do not

Doesn't = Does not

I **don't** like meat = I **do not** like meat.

There is no difference in meaning though we normally use contractions in spoken English.

Word Order of Negative Sentences

The following is the word order to construct a basic negative sentence in English in the Present Tense using **Don't** or **Doesn't**.

Subject	don't/doesn't	Verb*	The Rest of the sentence
I / you / we / they	don't	have / buy	bread for breakfast
he / she / it	doesn't	eat / like etc.	

* Verb: The verb that goes here is the base form of the infinitive = The infinitive without TO before the verb. Instead of the infinitive **To have** it is just the **have** part.

Remember that the infinitive is the verb before it is conjugated (changed) and it begins with **TO**. For example: to have, to eat, to go, to live, to speak etc.

Examples of Negative Sentences with Don't and Doesn't:

- You **don't** speak Arabic.
- John **doesn't** speak Italian.
- We **don't** have time for a rest.
- It **doesn't** move.
- They **don't** want to go to the party.
- She **doesn't** like fish.

Questions in the Simple Present Tense

To make a question in English we normally use **Do** or **Does**. It is normally put at the beginning of the question.

- Affirmative: You speak English.
Question: **Do** you speak English?

You will see that we add **DO** at the beginning of the affirmative sentence to make it a question. We use **Do** when the subject is **I, you, we** or **they**.

- Affirmative: He speaks French.
Question: **Does** he speak French?

When the subject is **he, she** or **it**, we add **DOES** at the beginning to make the affirmative sentence a question. Notice that the letter **S** at the end of the verb in the affirmative sentence (because it is in third person) disappears in the question. We will see the reason why below.

We **DON'T** use **Do** or **Does** in questions that have the verb **To Be** or **Modal Verbs** (can, must, might, should etc.)

Word Order of Questions with Do and Does

The following is the word order to construct a basic question in English using **Do** or **Does**.

Do/Does	Subject	Verb*	The Rest of the sentence
Do	I / you / we / they	have / need	a new bike?
Does	he / she / it	want etc.	

*Verb: The verb that goes here is the base form of the infinitive = The infinitive without TO before the verb. Instead of the infinitive **To have** it is just the **have** part.

Remember that the infinitive is the verb before it is conjugated (changed) and it begins with **TO**. For example: to have, to eat, to go, to live, to speak etc.

Examples of Questions with Do and Does:

- **Do** you need a dictionary?
- **Does** Nazia need a dictionary?
- **Do** we have a meeting now?
- **Does** it rain a lot in winter?
- **Do** they want to go to the party?
- **Does** he like pizza?

Short Answers with Do and Does

In questions that use do/does it is possible to give short answers to direct questions as follows:

Sample Questions	Short Answer (Affirmative)	Short Answer (Negative)
Do you like chocolate?	Yes, I do.	No, I don't.
Do I need a pencil?	Yes, you do.	No, you don't.
Do you both like chocolate?	Yes, we do.	No, we don't.
Do they like chocolate?	Yes, they do.	No, they don't.
Does he like chocolate?	Yes, he does.	No, he doesn't.
Does she like chocolate?	Yes, she does.	No, she doesn't.
Does it have four wheels?	Yes, it does.	No, it doesn't.

However, if a question word such as **who, when, where, why, which** or **how** is used in the question, you cannot use the short answers above to respond to the question.

Spelling Rules -ING

The following is a guide to the correct spelling of –ing forms of verbs and gerunds.

The general rule when changing a verb into its -ING form is just to add -ING to the end of the verb.

Infinitive	ING form
to feel	feeling
to go	going

to work	working
to sleep	sleeping

- She wasn't feeling very well.
- He is working on a new project.
- The children are sleeping so be quiet.

Spelling exceptions

The following exceptions exist when spelling words ending in ING:

1). If the verb ends in an E we remove the E and add ING.

Infinitive	ING form
to live	living
to have	having
to make	making
to take	taking

- People are living longer now than they were 100 years ago.
- We are making a chocolate cake.
- He was taking his time to get ready.

2). If the verb ends in a consonant + vowel + consonant, we double the final consonant and add ING.

Infinitive	ING form
to stop	stopping
to sit	sitting
to plan	planning
to get	getting
to swim	swimming

- The policeman is stopping the traffic.
- We are planning a surprise party for our teacher.
- I think I am getting a cold.

3). If a two-syllable verb ends in a consonant + vowel + consonant, we **do not** double the final consonant when the stress is on the first syllable.

Infinitive	ING form
to <u>h</u> appen	happening
to <u>e</u> nter	entering
to <u>o</u> ffer	offering

to <u>suffer</u>	suffering
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- What is happening?
- They are offering a discount.
- Many people are suffering from lack of food and water.

4). But, we do not double the final consonant when the verb ends in W, X or Y or when the final syllable is not emphasized.

Infinitive	ING form
to fix	fixing
to enjoy	enjoying
to snow	snowing

- He fixing his bike.
- We are enjoying this great weather.
- It's snowing outside.

5). If the verb ends in IE we change it to YING.

Infinitive	ING form
to lie	lying
to die	dying
to tie	tying

- I know you are lying to me!
- You should water your plant more because I think it is dying.
- The little boy is tying his shoelaces.

6). If the verb ends in consonant + vowel + L, we normally double the final L and add ING.

Note: In the United States (US) they do not double the L when the accent is on the first syllable.

Infinitive	ING form (UK)	ING form (US)
to travel	travelling	traveling
to marvel	marvelling	marveling

- I have been travelling around South America for 6 months.
- He was marvelling at her beauty.

7). If the verb ends in a stressed vowel + R, we double the final R and add ING.

Infinitive	ING form
------------	----------

refer	referring
defer	deferring

- Are you referring to this one or that one?
- They are thinking of deferring payment of their mortgage.

8). If the verb ends in an **unstressed** vowel + R, we do **not** double the final R and add ING.

Infinitive	ING form
to <u>offer</u>	offering
to <u>suffer</u>	suffering
to <u>whisper</u>	whispering

- I am offering you a special deal.
- He is now suffering the consequences of his actions.
- I wonder what he is whispering in her ear.

There is - There are

We use **there is** and **there are** to say that something exists.

Positive Sentences

We use **there is** for *singular* and **there are** for *plural*.

- **There is** *one table* in the classroom.
- **There are** *three chairs* in the classroom.
- **There is** *a spider* in the bath.
- **There are** *many people* at the bus stop.

Contractions

The contraction of **there is** is **there's**.

- **There's** a good song on the radio.
- **There's** only one chocolate left in the box.

You **cannot** contract **there are**.

- **There are** nine cats on the roof.
- **There are** only five weeks until Eid.

Negative Form

The negative is formed by putting **not** after *is* or *are*:

- There is **not** a horse in the field.
- There are **not** eight children in the school.
- There is **not** a tree in the garden.
- There are **not** two elephants in the zoo.

The Negative contractions are:

There's not = There isn't

There are not = There aren't

There Are with ANY

When we want to indicate that a zero quantity of something exists we use **there aren't any**.

- There aren't **any** people at the party.
- There aren't **any** trees in my street.

We also use this structure with **uncountable** nouns:

- There isn't **any** *water* in the swimming pool.
- There isn't **any** *sugar* in my coffee.

Questions

To form a question we place **is / are** in front of **there**.

Again we use **any** with plural questions or those which use uncountable nouns.

We also use **there is / are** in short answers.

- **Is there** a dog in the supermarket? - No, there isn't.
- **Are there** any dogs in the park? - Yes, there are.
- **Is there** a security guard in the shop? - Yes, there is.
- **Are there** any polar bears in Antarctica? - No, there aren't.
- **Is there** any ice-cream in the freezer? - Yes, there is.

How Many with Are There

If we want to find out the number of objects that exist we use **How many** in the following form:

How many + plural noun + *are there* (+ complement).

- **How many** dogs *are there* in the park?
- **How many** students *are there* in your class?
- **How many** countries *are there* in South America?
- **How many** Star Wars films *are there*?

This - That - These – Those

Demonstrative Pronouns

	<i>Singular</i>	<i>Plural</i>
<i>Here</i>	This	These
<i>There</i>	That	Those

These words are called **demonstrative pronouns** and they are used to show the relative distance between the speaker and the noun.

We use **this** (singular) and **these** (plural) to refer to something that is **here** / **near**.

Examples:

- **This** is my car. (singular)
- **These** are our children. (plural)

We use **that** (singular) and **those** (plural) to refer to something that is **there** / **far**.

Examples:

- **That** is our house. (singular)
- **Those** are my shoes. (plural)

Note that the verb changes (i.e. singular / plural) depending on the pronoun that you use.

You can also use demonstrative pronouns with a noun.

Examples:

- **This** party is boring. (singular)
- **That** city is busy. (singular)
- **These** chocolates are delicious. (plural)
- **Those** flowers are beautiful. (plural)

If an action is **near in time** we tend to use **this** / **these**.

If an action has **finished** or is **in the past** we use **that** / **those**.

Examples:

- **This** is a good meal. (at the time of eating)
- **Those** girls we met last night were silly. (an event that happened in the past).

The expressions **this is** / **that is** are also common when you talk on the phone or you introduce people.

Examples:

- "Hello, **this is** Imran."
- Iqra, **this is** my friend Shumaila. Shumaila, **this is** Iqra.

To Be - Past Tense

To Be - Affirmative

Subject	To Be	Examples
I	was	I was tired this morning.
You	were	You were very good.
He	was	He was the best in his class.
She	was	She was late for work.
It	was	It was a sunny day.
We	were	We were at home.
You	were	You were on holiday.
They	were	They were happy with their test results.

To Be - Negative Sentences

The negative of **To Be** can be made by adding **not** after the verb (was or were).

Subject	To Be	Examples
I	was not	I was not tired this morning.
You	were not	You were not crazy.
He	was not	He was not married.
She	was not	She was not famous.
It	was not	It was not hot yesterday.
We	were not	We were not invited.
You	were not	You were not at the party.
They	were not	They were not friends.

To Be - Negative Contractions

The can make negative contractions of the verb **To Be** in the Past tense by joining the **verb** (was or were) and **n't** (e.g. were not = weren't). We don't make a contraction of the **subject** and the **verb** (e.g. I was).

I was not tired this morning.	OR	I wasn't tired this morning.
You were not crazy.	OR	You weren't crazy.
He was not married.	OR	He wasn't married.
She was not famous.	OR	She wasn't famous.
It was not hot yesterday.	OR	It wasn't hot yesterday.
We were not invited.	OR	We weren't invited.
You were not at the party.	OR	You weren't at the party.
They were not friends.	OR	They weren't friends.

* Notice that we don't have contractions for **To Be** in Past Tense affirmative sentences.

To Be - Questions

To create questions with **To Be**, you put the **Verb** before the **Subject**.

Affirmative	You	were	happy.
	<i>Subject</i>	<i>Verb</i>	
Question	Were	you	happy?
	<i>Verb</i>	<i>Subject</i>	

Affirmative	Question
I was late	Was I late?
You were sick.	Were you sick?
He was surprised.	Was he surprised?
She was from Italy.	Was she from Italy?
It was a big house.	Was it a big house?
We were ready.	Were we ready?
You were early.	Were you early?
They were busy.	Were they busy?

To Be - Short Answers

In spoken English, we usually give short answers in response to questions. Was he from Japan? - Yes, he was (from Japan). The last part (from Japan) is not necessary. We use short answers to avoid repetition, when the meaning is clear.

Question	Short Answers**	Short Answers
Was I late?	Yes, you were.	No, you weren't.
Were you sick?	Yes, I was.	No, I wasn't.
Was he surprised?	Yes, he was.	No, he wasn't.
Was she from Italy?	Yes, she was.	No, she wasn't.
Was it a big house?	Yes, it was.	No, it wasn't.
Were we ready?	Yes, we were.	No, we weren't.
Were you early?	Yes, we were.	No, we weren't.
Were they busy?	Yes, they were.	No, they weren't.

** With **To Be**, We don't use contractions in **affirmative** short answers.

To Be - Present Tense

To Be - Affirmative

Subject	To Be	Examples
I	am	I am from New Zealand.
You	are	You are Chilean.
He	is	He is twenty years old.
She	is	She is a nurse.
It	is	It is a big dog.
We	are	We are intelligent.
You	are	You are students.
They	are	They are married.

To Be - Contractions

Contractions of **To Be** are very frequent when we are speaking.

To Be	Contraction	Examples
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I am	I'm	I'm from Pakistan.
You are	You're	You're Pakistani.
He is	He's	He's twenty years old.
She is	She's	She's a nurse.
It is	It's	It's a big dog.
We are	We're	We're intelligent.
You are	You're	You're students.
They are	They're	They're married.

To Be - Negative Sentences

The negative of **To Be** can be made by adding **not** after the verb.

Subject	To Be	Examples
I	am not	I am not from Spain.
You	are not	You are not Australian.
He	is not	He is not thirty years old.
She	is not	She is not a secretary.
It	is not	It is not a small cat.
We	are not	We are not stupid.
You	are not	You are not teachers.
They	are not	They are not single.

To Be - Negative Contractions

There are two ways of forming contractions of **To Be** in negative sentences. One is with a contraction of the **subject** and the **verb** (e.g. I am = I'm) OR a contraction of the **verb** and **not** (e.g. are not = aren't)

I'm not from Spain.	---	-----*
You're not Australian.	OR	You aren't Australian.
He's not thirty years old.	OR	He isn't thirty years old.
She's not a secretary.	OR	She isn't a secretary.
It's not a small cat.	OR	It isn't a small cat.
We're not stupid.	OR	We aren't stupid.
You're not teachers.	OR	You aren't teachers.
They're not single.	OR	They aren't single.

* Notice that the only possible contraction for **I am not** is **I'm not**.

To Be - Questions

To create questions with **To Be**, you put the **Verb** before the **Subject**.

Affirmative	You	are	happy.
	<i>Subject</i>	<i>Verb</i>	
Question	Are	you	happy?
	<i>Verb</i>	<i>Subject</i>	

Affirmative	Question
I am intelligent.	Am I intelligent?
You are a student.	Are you a student?
He is a pilot.	Is he a pilot?
She is from Spain.	Is she from Spain?
It is a big house.	Is it a big house?
We are ready.	Are we ready?
You are doctors.	Are you doctors?
They are rich.	Are they rich?

To Be - Short Answers

In spoken English, we usually give short answers in response to questions. Are you a student? - Yes, I am (a student). The last part (a student) is not necessary. We use short answers to avoid repetition, when the meaning is clear.

Question	Short Answers**	Short Answers
Am I intelligent?	Yes, you are.	No, you aren't.
Are you a student?	Yes, I am.	No, I am not.
Is he a pilot?	Yes, he is.	No, he isn't.
Is she from Spain?	Yes, she is.	No, she isn't.
Is it a big house?	Yes, it is.	No, it isn't.
Are we ready?	Yes, we are.	No, we aren't.

Are you doctors?	Yes, we are.	No, we aren't.
Are they rich?	Yes, they are.	No, they aren't.

** With **To Be**, We don't use contractions in **affirmative** short answers unless there is additional information after it (in which case they are no longer considered short answers).

Where + To Be

WHERE is a question word that is used to ask about a place or location.
(= I want to know the place, position or location)

The following table shows you the word order of questions with **Where** when it is used with **To Be**.

Where	To Be	Subject	Example Answers
Where	am	I?	You're in the hospital.
Where	are	you?	I'm at work.
Where	is	he?	He's at home.
Where	is	she?	She's in the store.
Where	is	it ?	It's on the table.
Where	are	we?	You're at my new job
Where	are	you ?	We're at school.
Where	are	they?	They're at university.

You can also ask where things or places are:

Where	To Be	Subject	Example Answers
Where	is	my book?	It's on the table.
Where	are	my books?	They're on the desk.

Remember:

Is + singular word

Are + plural word.

Other examples of Where + To Be

- Where is the Statue of Liberty? It's in New York.
- Where is the Eiffel Tower? It's in Paris.
- Where are your parents right now? They're on holiday.

Adjectives ending in ED and ING

There are many adjectives that we have in English that end in **-ED** or **-ING**. Yes, that's correct; they are not only endings that we use for verbs!

An adjective that ends in **-ING** is used to describe: the **characteristic** of a person or a thing.

An adjective that ends in **-ED** is used to describe: a **feeling**.

Compare the difference:

- My friend is **bored**. - (My friend feels bored)
- My friend is **boring**. - (My friend is a boring person)

You can use these adjectives to describe people or situations but be careful that you are using the correct adjective. For example, there is a big difference in meaning between:

- I am **confused**. - (I don't understand something)
- I am **confusing**. - (I will cause you to be confused)

Of course, you could also find both adjectives in the same sentence. Then you really need to concentrate on the intent / context of the sentence.

Examples:

- I was **shocked** by how **shocking** the accident was last night.
- They were **frightened** by the **frightening** roller-coaster ride!
- I am **annoyed** by how **annoying** that person in front of us is.
- Saleem was **confused** by the **confusing** street signs in the city.

Note that the sentences above are to highlight how both adjectives can appear in the same sentence though it isn't common (because it sounds repetitive).

List of Adjectives ending in -ED and -ING

There is quite a long list of adjectives ending in **-ED** and **-ING** in English, and most of them are based on a verb that can be changed into an adjective by adding either **-ED** or **-ING**.

Some of the more common ones include:

- Alarmed - Alarming
- Aggravated - Aggravating
- Amused - Amusing
- Annoyed - Annoying
- Astonished - Astonishing
- Astounded - Astounding
- Bored - Boring

- Captivated - Captivating
- Challenged - Challenging
- Charmed - Charming
- Comforted - Comforting
- Confused - Confusing
- Convinced - Convincing
- Depressed - Depressing
- Disappointed - Disappointing
- Discouraged - Discouraging
- Disgusted - Disgusting
- Distressed - Distressing
- Disturbed - Disturbing
- Embarrassed - Embarrassing
- Encouraged - Encouraging
- Entertained - Entertaining
- Excited - Exciting
- Exhausted - Exhausting
- Fascinated - Fascinating
- Frightened - Frightening
- Frustrated - Frustrating
- Fulfilled - Fulfilling
- Gratified - Gratifying
- Inspired - Inspiring
- Insulted - Insulting
- Interested - Interesting
- Moved - Moving
- Overwhelmed - Overwhelming
- Perplexed - Perplexing
- Pleased - Pleasing
- Relaxed - Relaxing
- Relieved - Relieving
- Satisfied - Satisfying
- Shocked - Shocking
- Sickened - Sickening
- Soothed - Soothing
- Surprised - Surprising
- Tempted - Tempting
- Terrified - Terrifying
- Threatened - Threatening
- Thrilled - Thrilling
- Tired - Tiring
- Touched - Touching
- Troubled - Troubling
- Unsettled - Unsettling
- Worried - Worrying

Adverbs

Adverbs describe verbs (actions). They give more detail about the action.

- My cat eats **slowly**.

Slowly is an **adverb** since it describes the way my cat eats.

How does my cat eat? Slowly.

Adverbs will generally answer the question 'How'.

Some **adverbs** are used to modify an **adjective**.

Adverbs that do this are: very, extremely, really, totally, absolutely, quite, fairly, well. These are normally placed before the adjective.

- It was **very** hot yesterday.
- He is **totally** crazy.

Types of Adverbs

There are many types of adverbs, such as:

Adverbs of Frequency - always, sometimes, never, etc.

Adverbs of Manner - carefully, slowly

Adverbs of Time and Place - here, yesterday, then

Adverbs of Relative Time - recently, already, soon

Adverbs of Degree - very, extremely, rather

Adverbs of Quantity - a few, a lot, much

Adverbs of Attitude - fortunately, apparently, clearly

Adverbs Word Order

Adverbs are usually placed after the *verb*:

- He *speaks* **clearly**.

When there is an object, the **adverb** is usually placed after the *verb + object*:

- I *put the vase* **carefully** on the table.

However, adverbs are never positioned between the verb and the object.

- I read the book quickly. - (Correct)
I read quickly the book. - (Incorrect)

Sometimes adverbs are placed at the beginning of a clause.

- Quickly, I changed my opinion.

Adverbs vs. Adjectives

Adjectives

Adjectives describe **nouns** (things).

- My dog is **slow**.

Slow is an **adjective** since it describes the **noun** (my dog).

- How is my dog? Slow

Adverbs describe **verbs** (actions).

- My dog eats **slowly**.

Slowly is an **adverb** since it describes the way my dog eats.

- How does my dog eat? Slowly.

Some **adverbs** are used to modify an **adjective**.

Adverbs that do this are: very, extremely, really, totally, absolutely, quite, fairly, well. These are normally placed before the adjective.

- He is **very** rich.
- They are **extremely** happy.
- She was **totally** crazy.
- My dog is **well** trained.

Adverbs and Adjectives with the same form

There are a number of adjectives / adverbs that take the same form. It therefore depends on the sentence context as to whether it is an adjective or an adverb.

The adjectives / adverbs that take the same form include:

fast, hard, early, late, high, low, right, wrong, straight and long.

- Adnan has a **fast** car. (Adjective)
- Adnan speaks **fast**. (Adverb)

Good vs. Well

Good and **Well** are two words that tend to create confusion for learners of English.

Good is an adjective

Well is an adverb.

- She is a **good** singer.
- She sings **well**.

Though sometimes we use **well** as an adjective when we are talking about health and well-being.

- A: How are you today?
B: I'm well, thanks.
(**I'm well** is a better and more common answer to this question than 'Fine' or 'Good', although these are also reasonably common.)

Articles

Definite, Indefinite and No Article

The Indefinite Article – A/An

We use A/AN with:

1. Singular nouns and the first time we refer to a person, animal or thing.

- a child
- an elephant
- a television

2. We don't use A/AN with possessive pronouns, demonstratives or cardinal numbers.

- My shirt is dirty.
- This car is expensive.
- One person is in the reception.

3. We use ONE (or more) instead of A/AN when the number is important.

- There is only one exit from the airport.

The Definite Article – The

We use THE with:

1. A singular or plural noun when it is clear/obvious which person or thing we are talking about.

- There is a lamp in my bedroom. (we mention the lamp for the first time)
 - The lamp is next to the desk.
2. Anything which we identify immediately.
- We watched the new Brad Pitt movie last night.
3. Musical instruments (the violin, the guitar, the drums, the flute, the piccolo).
- She plays the piano.
4. Something that is unique or there is only one.
- the sun
 - the moon
 - the internet.
5. Names of rivers, seas, oceans, mountain ranges and deserts (always in capitals).
- The Ravi River
 - The Black Sea
 - The Karakorum
 - The Sahara Desert
6. Directions (cardinal points).
- the west
 - the south-east
 - the north-west.

No Article

We use no article with:

1. When we refer to general ideas, plurals or uncountable nouns we do not use THE.

- Religion is an important issue. (*NOT* The religion is an important issue)
- Mexican food is spicy. (*NOT* The Mexican food is spicy).

2. Names of people, books and plays (unless it is part of the title).

- I have read Romeo and Juliet.

3. Towns, cities, states and countries.

- Lahore
- Punjab
- Pakist

(Exceptions – The USA, The UK, The Netherlands, The Czech Republic, The Philippines).

4. Lakes, single islands, continents or mountains.

- Lake Victoria
- Jamaica
- Asia
- K2

5. Planets

- Mars
- Jupiter
- Saturn

6. Sports or games

- soccer
- tennis
- skiing
- monopoly

7. Meals

- breakfast
- lunch
- dinner
- supper

Comparatives and Superlatives

We use Comparatives and Superlatives to compare two or more nouns. The formation of the comparative and superlative depends on the number of syllables in the adjective:

One-syllable Adjectives

To form the comparative, we add **-er** to the end of the adjective.
To form the superlative, we add **-est** to the end of the adjective.

Adjective	Comparative	Superlative
-----------	-------------	-------------

small	smaller	the smallest
cold	colder	the coldest
light	lighter	the lightest
short	shorter	the shortest

Remember that comparatives are often followed by **than**.

- Lahore is **bigger than** Gujranwala.
- Adnan is **taller than** Hassan but Qasim is **the tallest**.

Two-syllable Adjectives ending in -Y

To form the comparative, we remove the -y and add **-ier** to the end of the adjective.

To form the superlative, we remove the -y and add **-iest** to the end of the adjective.

Adjective	Comparative	Superlative
crazy	crazier	the craziest
happy	happier	the happiest
early	earlier	the earliest

- It was **the happiest** day of my life.
- My joke was **funnier** than your one.

Adjectives with Two or more Syllables

For Adjectives with 2 syllables (that don't end in -y) and higher (3, 4 syllables etc), we use **more** for comparatives and **the most** for superlatives.

Adjective	Comparative	Superlative
handsome	more handsome	the most handsome
nervous	more nervous	the most nervous
enthusiastic	more enthusiastic	the most enthusiastic

- My friend is **more beautiful** than yours.
- Shamas is **more intelligent** than you but I am **the most intelligent**.

Irregular Forms

Adjective	Comparative	Superlative
good	better	the best
bad	worse	the worst
far	further / farther	the furthest / farthest

- I am a **better** tennis player than you but Zeshan is **the best**.
- Shahzeb is a **worse** liar than me but Khuarm is **the worst**.

Note: Further / farther, furthest / farthest are all used for distance. Only Further / furthest are used to mean 'additional' or 'more advanced'.

- Rawalpindi is **further / farther** than Lahore is from here.
- If you require **further** information, please contact reception.

Remember that the opposites of 'more' and 'most' are '**less**' and '**least**', respectively.

Countable vs. Uncountable Nouns

A) Most nouns have singular and plural forms. They are countable nouns.
e.g. One letter, two letters

- There is a **letter** on the table for you. (singular)
- There are **letters** on the table for you. (plural)

B) Some nouns only have one form. They are uncountable nouns.
e.g. Money

- There is no **money** in my bank account.
- There is a lot of **money** in my bank account.

C) Many uncountable nouns refer to substances:
e.g. Chocolate, water, coffee, milk, sugar, salt, cheese, bread, rice, wood, glass, plastic, soap, toothpaste.

- Do you have any **chocolate**?
- The **milk** is sour - let's make **cheese**.
- **Rice** is only edible when it has been cooked.

D) Many uncountable nouns refer to abstract ideas or emotions.
e.g. love, sadness, happiness, education, knowledge, and grammar.

- Money can't buy **love**.
- We like to experience **happiness**.
- This **education** is priceless.

E) You can use a/an with singular countable nouns.
e.g. an umbrella, a wheel, a mistake.

- It's raining so I need **an umbrella**.
- I made **a mistake**.
- This is **a job** for superman.

F) You can use plural countable nouns alone.

e.g. apples, bees, clouds.

- There are **clouds** in the sky today.
- There are **bees** making honey.
- We eat **apples** for breakfast.

G) You can't use an article with an uncountable noun.

e.g. time, sand, electricity.

- We need **electricity** to use our heater.
- I lost track of **time** and we stayed up very late.
- The beaches in Brazil have very nice **sand**.

H) It is very common in English to use some / any with plural nouns and uncountable nouns.

e.g. They don't listen to any **advice**.

- We don't have any **toys** for the children.
- There are many **lessons** in life, this is just one more.
- It is important to have some **knowledge** of grammar.

I) There are a range of nouns that are uncountable in English but are countable in other languages.

These include: accommodation, advice, baggage, behaviour, bread, chaos, damage, furniture, information, luck, luggage, news, permission, progress, scenery, traffic, weather and work.

J) For comparison purposes, look at these sentences:

Countable	Uncountable
I'm looking for a job.	I'm looking for work.
What a beautiful view!	What beautiful scenery!
It's a nice day today.	It's nice weather today.
We had a lot of bags and suitcases.	We had a lot of luggage.
These chairs are mine.	This furniture is mine.
It was a good suggestion.	It was good advice.

For - Since

The use of FOR

We use **For** when we measure the duration – when we say how long something lasts.

For + a period of time

To measure a period of time up to the present, we use the present perfect tense and not the present tense.

- I **have known** her for a long time. (Correct)
- I **know** her for a long time. (Incorrect)

- I have lived here for ten years. (Correct)
- I live here for ten years. (Incorrect)

The present tense with **For** refers to a period of time that extends into the future.

- How long are you here for? (Until when)
- How long have you been here for? (Since when)

In reality, we can use all verb tenses with **For**.

Uses of For	
Example sentence	Verb Tense
They exercise for two hours every day.	Present tense
They are exercising for three hours today.	Present continuous
He has lived in Lahore for a long time.	Present perfect
He has been living in Sialkot for three months.	Present perfect continuous
I worked at the service station for five years.	Past tense
He will be in hospital for at least a week.	Future tense

However, we don't use **For** with expressions such as **all day** or **all the time**.

- I was there all day. (Correct)
- I was there for all day. (Incorrect)

The use of SINCE

Since gives the starting point of actions, events or states. It refers to when things began.

Since + a point in time (in the past), until now.

- I've been waiting **since** 7 o'clock.
- I have known him **since** January.

With **since** we use the present perfect tense or the past perfect tense.

- I *have been* here **since** 5 o'clock and I am getting tired.
- I *had been working* **since** 5 o'clock and I was getting tired.

Since can also be used in the structure **It has been + period of time + since**.

- It has been two months since I last saw her.
- It has been three years since the last earthquake.

For vs. Since

Knowing when to use **FOR** and when to use **SINCE** is important. Therefore it is useful to look at a summary of the contrast between **FOR** and **SINCE**.

FOR to mention a specific period (or duration) of time.	SINCE to mention the starting point of a period of time (continues to now).
I have been a doctor for fifteen years. (duration = 15 years)	I have been a doctor since 1992. (starting point = 1994)
My sister has lived in Islamabad for nine months.	My sister has lived in Islamabad since the beginning of March.

Both **For** and **Since** are most commonly used with the perfect tense - we don't use these expressions in the present tense.

Correct	Incorrect
I have learnt English for three years.	I learn English for three years.
They have taught geography since last year.	They teach geography since last year.
He has owned his dog since his cat died.	He owns his dog since his cat dies.

While we can use **For** in the simple past tense we can't use **Since** in the simple past tense. **Since** can only be used in the perfect tense.

Correct	Incorrect
She went to Japan for three years.	She went to Japan since 2003.
I studied in New Zealand for one month.	I studied in New Zealand since one month.
He walked his dog for four hours.	He walked his cat since four hours.

It should be remembered that both **For** and **Since** have other meanings in English that are not associated with time.

- This is for you.
- Is this the train for London?
- Since you asked, I'll say yes.
- Since he didn't study he didn't pass the exam.

Future - Will

We use **WILL** to speak about the future. It is always combined with another verb.

Since **WILL** is classified as a modal verb (like can, would, could, should) it has the same characteristics:

1. It does not change in the third person (i.e. he, she, it)
2. It is always combined with another verb in the base form (i.e. without 'to')
3. We don't use it with 'Do' in questions or negatives.

Examples:

- I **will** go to the cinema tonight.
- He **will** play tennis tomorrow.
- She **will** be happy with her exam results.
- They **will** take the bus to the South next week.

When to use WILL

We use **WILL** in the following circumstances:

1. For things that we decide to do now.

- I'll call a taxi for you.
- I think we'll go right now. (I just decided this right now)

2. When we think or believe something about the future.

- The President will not be re-elected at the next election.
- I think it will rain later so take an umbrella with you.

3. To make an offer, a promise or a threat.

- If you say anything I will kill you!
- I'll have it ready by tomorrow.

Negative Sentences with WILL

In the negative, we add **NOT** to the end of **WILL** and not to the main verb.

Examples:

I will not be in the office tomorrow.	Correct
I will be not in the office tomorrow.	Incorrect
They will not stay here.	Correct
They will stay not here.	Incorrect

Contractions

It is possible to use contractions in both positive and negative sentences. With positive contractions **WILL** becomes 'LL and is joined to the subject:

	Positive Contraction
I will	I'll
You will	you'll
He will	he'll
She will	she'll
It will	it'll
We will	we'll
You will	you'll
They will	they'll

With negative contractions, **will not** becomes **won't**:

	Negative Contraction
I will not	I won't
You will not	you won't
He will not	he won't
She will not	she won't
It will not	it won't
We will not	we won't
You will not	you won't
They will not	they won't

Questions

To form a question using **WILL**, we reverse the order of the subject and **WILL**:

Affirmative	He	will	be	here tomorrow.
	<i>Subject</i>	<i>WILL</i>	<i>Verb</i>	
Question	Will	he	be	here tomorrow?
	<i>WILL</i>	<i>Subject</i>	<i>Verb</i>	

Examples:

Will they win the cup?

- Yes, they will.
- No, they won't.

Will you tell him the truth?

- Yes, I will.
- No, I won't.

Will she get angry?

- Yes, she will.
- No, she won't.

Future - Will vs. Going to

A very confusing concept is when to use **WILL** and when to use **BE GOING TO** when we refer the future.

Both refer to the future but there is a slight difference but in most cases they can be used interchangeably with no difference in meaning. Even if you misuse them, a native speaker is going to understand you without any problems.

When to use GOING TO

The structure **BE GOING TO** is normally used to indicate the future but with some type of connection to the present. We use it in the following situations:

1. When we have already decided or we intend to do something in the future:

- They're **going to** retire to the beach - in fact they have already bought a little beach house.

2. When there are definite signs that something is going to happen:

- I think it **is going to** rain - I just felt a drop.

3. When something is about to happen:

- Get back! The bomb **is going to** explode.

When to use WILL

In other cases, where there is no implicit or explicit connection to the present, use **WILL**:

1. For things that we decide to do now.

- I'll buy one for you too.
- I think I'll try one of those. (I just decided this right now)

2. When we think or believe something about the future.

- My team will not win that tournament.
- I think it will rain later so take an umbrella with you.

3. To make an offer, a promise or a threat.

- I'll give you a discount if you buy it right now.
- I promise I will behave well next time.

Be going to

Positive & Negative Sentences

The positive and negative structures for **Be Going To** are as follows:

Positive	Negative
I am going to	I am not going to
You are going to	You are not going to
He is going to	He is not going to
She is going to	She is not going to
It is going to	It is not going to
We are going to	We are not going to
You are going to	You are not going to
They are going to	They are not going to

The structure **BE GOING TO** is normally used to indicate the future in English. We use this structure:

1. When we have already decided or we intend to do something in the future:
 - I'm going to India next year.
2. When there are definite signs that something is going to happen:
 - It's so cold! I think it **is going to** snow.
3. When something is about to happen:

- Get back! The bomb **is going to** explode.

Questions with BE GOING TO

Questions are formed by changing the order of the subject and the verb BE:

Affirmative	You	are	going to	win the race.
	<i>Subject</i>	BE	<i>GOING TO</i>	
Question	Are	you	going to	win the race?
	BE	<i>Subject</i>	<i>GOING TO</i>	

You are going to be sick if you eat that. (Positive sentence)

Are you going to be sick if you eat that? (Question)

We are going to take orange juice to the party. (Positive sentence)

Are we going to take orange juice to the party? (Question)

BE GOING TO in the Past Tense

When **BE GOING TO** is used in the past tense, it refers to something that was going to happen but in the end it did not happen.

Examples:

- I was going to call you but I lost your phone number.
- It was going to rain but suddenly the sun appeared.
- We were going to buy a new TV but then we changed our minds.

Gonna

Sometimes when we speak quickly, GOING TO sounds like GONNA. While it is grammatically incorrect, it is used a lot in very informal English. You will also occasionally see the word **Gonna** written in song titles or in song lyrics.

I'm **gonna** go to the beach tomorrow.

= I'm **going to** go to the beach tomorrow.

He's **gonna** bring his girlfriend to the party.

= He's **going to** bring his girlfriend to the party.

Much - Many - Lot - Few

A lot of vs. Lots of

A lot of and **lots of** are used to express that there is a large quantity of something.

We use **a lot of** in positive sentences, negative sentences and questions. This expression can be used with countable or uncountable nouns.

- There are **a lot of** *dogs* in the street. (*Countable noun*)
- I have **a lot of** *time* to answer your questions. (*Uncountable noun*)
- I saw **a lot of** *people* waiting in the queue. (*Countable*)
- We did have **a lot of** *fun*, didn't we? (*Uncountable*)

We use **lots of** in positive and negative sentences, however it is more informal. It can be used with countable or uncountable nouns, and occasionally in questions.

- We have **lots of** *time* to catch the plane, lets relax. (*Uncountable noun*)
- There are **lots of** *people* in the queue today. (*Countable*)
- Oh my, you have spent **lots of** *money* on clothes! (*Uncountable*)
- I have **lots of** *questions*. (*Countable*)

She has **a lot of** money = She has **lots of** money

Much vs. Many

Much and **Many** are used to express that there is a large quantity of something.

Much and **Many** are used in negative sentences and questions.

Many is used with countable nouns

Much is used with uncountable nouns.

- I don't have **many** *CD's* in my collection. (*Countable noun*)
- They don't have **much** *money* to buy a present. (*Uncountable noun*)
- How **many** *brothers* do you have? (*Countable noun*)
- Is there **much** *milk* in the fridge? (*Uncountable noun*)

Note: we don't use **Much** and **Many** in positive sentences, we use **a lot of** or **lots of**.

I have **much** money. (Incorrect because the sentence is positive / affirmative)

I have **a lot of** money. (Correct)

Few vs. Little

We use **Few** and **Little** to suggest a small quantity.

Few is used with countable nouns

Little is used with uncountable nouns.

- There are only a **few** *days* left until Eid. (*Countable noun*)
- There is **little** *hope* of finding your wallet. (*Uncountable noun*)

While **Few** and **Little** usually have positive meanings, **very few** and **very little** have negative meanings.

- He is sad because he has **very few** friends. (*Countable noun*)
- They have **very little** knowledge about politics. (*Uncountable noun*)

Past Participles

Past participles are used for all perfect tense forms of a verb and in the passive voice in English.

For regular verbs, we normally add ED to form its past participle.

Unfortunately for irregular verbs there are no rules and it is just a matter of practice.

The highlighted words below are examples of past participles:

1. Present perfect

- She hasn't **finished** her assignment yet.
- I still haven't **found** my keys.

2. Past perfect

- Qasim was ill because he had **eaten** too much chocolate.
- She missed the bus because she hadn't **set** her alarm.

3. Future perfect

- Jamal will have **been** in Australia for one year in April.
- He will have **gone** by the time you arrive.

4. Conditional perfect

- If his passport had not been stolen, Adnan would have **gone** to England.
- I wouldn't have **known** if you hadn't told me.

5. Passive Voice

- The west coast of Karachi was **struck** by heavy rain last night.
- The painting was **stolen** in the middle of the night.

Participles as adjectives

Past Participles can also be used like an adjective in front of a noun:

- The **stolen** baby was found by the police unharmed.

- Shaheen's **broken** arm was set in plaster by the doctor at the hospital.
- Please bring all of the **required** documents for your interview tomorrow.

List of Preposition

The following is a list of prepositions in English:

- About
- Above
- Across
- After
- Against
- Along
- Alongside
- Around
- At
- Before
- Behind
- Below
- Beneath
- Beside
- Besides
- Between
- Beyond
- By
- Despite
- Down
- During
- Except
- For
- From
- In
- Inside
- Into
- Near
- Of
- Off
- On
- Onto
- Opposite
- Out
- Outside
- Past
- Round
- Since
- Through
- Throughout

- To
- Towards
- Under
- Underneath
- Until
- Up
- Upon
- With
- Within
- Without

AT - ON - IN

Prepositions of Time

AT

We use **AT** with specific times (hour / minutes).

- I get up **at** 7 o'clock.
- My English classes start **at** 10am.
- She finishes work **at** 6.15
- I left the party **at** midnight.

Midnight (and midday) is a specific hour which is why we use AT.
12am = midnight --- 12pm = midday / noon

ON

We use **ON** for specific days and dates.

- I will return it to you **on** Wednesday.
- They got married **on** Friday the 13th.
- We get paid **on** the 20th of every month.

Remember that for dates, we use ordinal numbers.
E.g. the First of September (not the one of September)

IN

We use **IN** for specific months, years and seasons.

- My birthday is **in** January. (I don't mention the date, just the month)
- My grandmother was born **in** 1927.
- The river near my house is dry **in** Summer.

Compare:

The New Zealand National day is **in** February. (I don't mention the day - only the month)

The New Zealand National day is **on** February 6th. (I mention the day - the order is not important)

Summary

AT		
	Specific times	I start work at 9 o'clock.
	Festivals in general	I'm going to home at Eid.
	Night	I find it difficult to sleep at night.
ON		
	Specific days	I'd like to go to the cinema on Saturday.
IN		
	Parts of the day	I go to the gym in the morning.
	Months	I normally go on holiday in February.
	Seasons	We can go skiing in winter.
	Years	I was born in 1972.
	A time period	The train leaves in 5 minutes.

Remember! We do not use **at, on, in** or **the** with the following expressions: Today, tomorrow, yesterday, this morning, tonight, last, next, every.

Present Perfect Tense

The Present Perfect Tense is formed using the following structure:

Affirmative: Subject + Have/Has + Past Participle

Negative: Subject + Haven't/Hasn't + Past Participle

Question: Have/Has + Subject + Past Participle

Affirmative Sentences

Subject	Have	Past Participle	Rest of the Sentence
I	have	studied	for the exam.
You	have	bought	a new computer.
He	has	eaten	my chocolate.

She	has	written	an e-mail.
It	has	been	cold this month.
We	have	won	the championship.
You	have	tried	to learn a lot.
They	have	forgotten	my birthday.

Contractions

The contracted form of the perfect tense is quite common:

Have	Contraction	Examples
I have	I've	I've spent all my money.
You have	You've	You've worn that dress before.
He has	He's	He's slept all morning.
She has	She's	She's lost her purse.
It has	It's	It's fallen off the wall.
We have	We've	We've chosen you for the job.
You have	You've	You've begun to annoy me.
They have	They've	They've played too much.

We use contractions a lot when we are speaking.

Negative Sentences

The contraction of the perfect tense in negative form is:

Have not = Haven't

Has not = Hasn't

Subject	Have	Past Participle	Rest of the Sentence
I	haven't	studied	for the exam.
You	haven't	bought	a new computer.
He	hasn't	eaten	my chocolate.
She	hasn't	written	an e-mail.
It	hasn't	been	cold this month.
We	haven't	won	the championship.
You	haven't	tried	to learn a lot.
They	haven't	forgotten	my birthday.

Questions

Have	Subject	Past Participle	Rest of the Sentence
Have	I	been	chosen for the team?
Have	you	bought	a new car?
Has	he	eaten	my sandwich?
Has	she	written	the letter?
Has	it	started	on time?
Has	we	won	a trophy?
Have	you	kept	my secret?
Have	they	driven	there?

When do we use the Present Perfect Tense?

1. Unspecified point in the past

- I **have been** to Kuwait three times.
(At some unspecified time in the past, I went to Kuwait).

Compare with the simple past:

- I went to Kuwait three times in 2005.
(specified time in the past - the year 2005)

2. An action that occurred in the past, but has a result in the present (now)

- We can't find our luggage. **Have you seen** it?
(The luggage was lost in the past, do you know where it is now?)

3. Talking about general experiences (ever, never)

It usually refers to an event happening at some moment in your life.

- **Has** she ever **tried** to drive car before? (in her life)
- I've never **eaten** Chinese food before. (in my life)

4. Events that recently occurred (just)

- Do you want to go to a restaurant with me?
No, thanks. I've just **eaten** lunch. (I recently ate lunch.)

5. Events that have occurred up to now (yet)

- Are Farhan and Shan here? No, they **haven't arrived** yet. (they're still not here now)

6. Events that occurred before you expected (already)

- I've already **graduated** from University. (I expected to graduate at a later date.)

7. Events that began in the past and haven't changed (for, since)

- Azhar **has worked** at Woodward for 3 years. (Azhar started working at Woodward 3 years ago and he still works there now.)
- Yasmin **has worked** at Woodward since September of last year. (Yasmin began working at Woodward in September of last year, and that hasn't changed - she still works here now.)

Reflexive Pronouns

When the Subject and the Object in a sentence refer to the same person or thing we use a **Reflexive Pronoun**.

It is the only area of English grammar that is reflexive.

Subject Pronouns	Reflexive Pronouns
I	Myself
You	Yourself
He	Himself
She	Herself
It	Itself
We	Ourselves
You (pl)	Yourselves
They	Themselves

If you are using **YOU** in the plural, the reflexive pronoun is **yourselves**.

Examples of sentences using reflexive pronouns:

- **My daughter** likes to dress **herself** without my help.
- **I** taught **myself** to play the guitar.
- **My cat** always licks **itself**.

When we use reflexive pronouns.

1. When the subject and the object refer to the same person or thing.
 - He accidentally cut **himself** while he was chopping the vegetables.
 - She bought a present for **herself**.
 - We helped **ourselves** to the free cold drinks at the launch party.
 - They injured **themselves** during the cricket match.
 - I enjoyed **myself** at the concert.
 - The dog is scratching **itself** – it must have fleas!
2. We use them for emphasis.
 - The author signed the book for me **herself**!
 - I did it **myself**.
3. In some cases we use it to have a similar meaning to also.
 - Azam was pretty happy last night. I was pretty happy **myself**.

When we don't use reflexive pronouns.

1. There are a number of verbs in English with which we rarely or never use reflexive pronouns (as they are in other languages). They include: adapt, behave, complain, concentrate, get up, hide, lie down, meet, move, relax, remember, shave, shower, sit down.
2. After a preposition of place or location we use a personal pronoun and not a reflexive pronoun.
 - He put the bag next to **him**.

Ourselves, Themselves and Each Other

1. We use **each other** when two or more people or things perform the same action to the other.
 - Our neighbors were shouting at **each other** all night.
 - My brothers always compete with **each other** in sport.
2. Take note of the difference between these two sentences:
 - Misbah and Sarah killed themselves. (They each committed suicide).
 - Misbah and Sarah killed each other. (Mark killed Sarah and she killed Mark).

More about Each Other

We use the reciprocal pronoun **each other** when the action is between two people, and not reflexive.

- They stared into each other's eyes.
- They hate each other.

And to make the contrast clearer:

- Mahmood and Shamas bought **each other** presents for Eid.
(Mahmood bought a present for Shamas and Shamas bought a present for Mahmood).
is very different to
- Mahmood and Shamas bought **themselves** presents for Eid.
(Mahmood bought a present for himself and Shamas bought a present for himself).

Reflexive Pronouns with Objects

We use **verb + reflexive pronoun + object** when we do something for ourselves.

- She cooked herself a meal.
- We taught ourselves English.

We use **verb + object + reflexive pronoun** when we want to emphasize that another person did not do the action (or assist).

- I repaired the tire myself.
- They did the homework themselves.
- My brother spoke to his boss himself about a raise.

By + Reflexive Pronouns

We use **by + myself/yourself/himself** etc when we are alone or not with another person.

- Jamal went to the party by himself.
- Elena was sitting by herself.

Question Tags

Question tags are short questions at the end of statements.

They are mainly used in speech when we want to:

a. **confirm that something is true or not**, or

b. **to encourage a reply** from the person we are speaking to.

Question tags are formed with the auxiliary or modal verb from the statement and the appropriate subject.

A **positive** statement is followed by a **negative** question tag.

- Jamal **is** from Lahore, **isn't** he?
- Maryam **can** speak English, **can't** she?

A **negative** statement is followed by a **positive** question tag.

- They **aren't** funny, **are** they?
- He **shouldn't** say things like that, **should** he?

When the verb in the main sentence is in the *present simple* we form the question tag with **do / does**.

- You *play* the guitar, **don't** you?
- Ali *likes* tennis, **doesn't** he?

If the verb is in the *past simple* we use **did**.

- They *went* to the cinema, **didn't** they?
- She *studied* in New Zealand, **didn't** she?

When the statement contains a word with a **negative** meaning, the question tag needs to be **positive**

- He **hardly ever** speaks, **does** he?
- They **rarely** eat in restaurants, **do** they?

Some verbs / expressions have different question tags. For example:

I am - I am attractive, **aren't** I?

Positive imperative - Stop daydreaming, **will / won't** you?

Negative imperative - Don't stop singing, **will** you?

Let's - Let's go to the beach, **shall** we?

Have got (possession) - He has got a car, **hasn't** he?

There is / are - There aren't any spiders in the bedroom, **are there**?

This / that is - This is Saima's pen, **isn't** it?

Intonation

When we are sure of the answer and we are simply encouraging a response, the intonation in the question tag goes down:

- This is your car, **isn't it?**
(Your voice goes down when you say isn't it.)

When we are not sure and want to check information, the intonation in the question tag goes up:

- He is from Chile, **isn't he?**
(Your voice goes up when you say isn't he.)

So vs Such

The following rules explain the difference between **So** and **Such** in English.

So ... that, Such ... that

We use so ... that, such ... that:

a) to show a fact (usually with a result or consequence)

- Shakeel's feet are big.
(Expresses a fact).
- Shakeel's feet are **so big that** he can't find shoes of his size.
(Emphasizes that you feel strongly about the size of his feet).

b) to show extreme feelings or an opinion about something

- Jamil is an idiot.
(Merely a statement of fact/opinion).
- Jamil is **such an idiot that** he doesn't even know the capital of his own country.
(Emphasizes the speaker's opinion of the intensity of Jamil's idiocy).

SO with adjectives and adverbs

so + adjective/adverb + that + result

- The teacher speaks so clearly that everyone can understand her.
- The sun was so strong that they got burned within 15 minutes.

SUCH + Nouns

such + a + (adjective) + singular noun + that + result

(It is common to put an adjective before the noun).

- Hamid is **such a handsome man that** everyone likes him.
- She had **such a long speech that** everyone stopped paying attention to her.

such + plural/uncountable noun + that + result

- She has **such big feet that** she has to buy special shoes.
- Macdonald has **such good food that** it's always full of people.

SO / SUCH in exclamations

In exclamations we drop the word 'that' and use:

- i) such + noun (singular/plural)
- ii) so + adjective

- You are **such** an idiot! (noun)
- Celebrities have **such** strange tastes! (noun)
- You are **so** stupid! (adjective)
- It's **so** sunny outside! (adjective)

Such-and-such

This is used to talk about a particular type of person or thing that doesn't need to be specified. It is an unstated generic placeholder.

- People from **such-and-such** areas tend to be wealthy.
- If you do **such-and-such** a job, you will become famous.

Some , A and An

A and AN

We use **A/AN** (articles) with **singular countable nouns**.

- My brother has **a small room** for his dog.
- There is **an accident** on the corner.

A is used when the next word starts with a **consonant sound**.

- A book
- A guitar
- A friend
- A university (The start of the word university sounds like YOU, a consonant sound).

AN is used when the next word starts with a **vowel sound**.

- An apple
- An ice-cream
- An orange
- An hour (the letter H in this word is silent so it sounds like it starts with a vowel).

Some and Any

We use **SOME** and **ANY** with **plural nouns** and **uncountable nouns**.

Some is generally used in **positive** sentences.

Any is generally used in **negative** sentences.

- I have **some information** for you about flights to Paris.
(Positive - Uncountable)
- I don't have **any information** for you about flights to Paris.
(Negative - Uncountable)
- We met **some friends** for tea party after work yesterday.
(Positive - Plural Countable)
- I didn't see **any friends** there on Thursday.
(Negative - Plural Countable)
- I think he will have **some time** to speak to you today.
(Positive - Uncountable)
- I don't think he will have **any time** to speak to you today.
(Negative - Uncountable)

You can also use **SOME** and **ANY** in a sentence without a noun if the meaning of the sentence is clear.

- I didn't eat any salad but Farhan ate **some**. (salad)
- Sarwar took lots of photos of the mountains but Iqras didn't take **any**.
(photos)

Questions with Some and Any

Generally, we use **ANY** in questions.

- Do you know **any** famous people?
- Do you have **any** children?

But, **SOME** is used in the following circumstances:

1. When we are offering something.

- Would you like **some coffee**?
- Do you want **some sugar** for your coffee?

2. When we are asking for something.

- Could I have **some salt**, please?
- Can I have **some fries** with that?

3. When we are suggesting something.

- Why don't we rent **some movies** to watch tonight?
- Why don't you give her **some advice**?

Two - Too - To

The difference between **Two**, **Too** and **To** is frequently confused in English, sometimes even for native speakers.

Sometimes **To**, **Too** and **Two** can all be used in the same sentence. While they all sound the same, it is in the context that you can understand the meaning.

Examples:

- It was **too** late **to** buy **two** bottles of coke for the party.
- Don't take **too** long as there are **two** other people who want **to** use the internet.

Below we have included different meanings and uses for each one:

TO

Can be used as a preposition of movement

Can be used as a preposition of direction

Can be used in conjunction with times

Can be used to mean 'receive'

Can be used as the first part of an infinitive

Examples:

- I will take a taxi **to** the airport.
- The train leaves from Lahore **to** Rawalpindi.
- The office is open from 8.30am **to** 6.30pm.
- I gave a present **to** my friend.
- Next year I want **to** spend six months in Europe.

TOO

Can be used before an adjective or an adverb for reinforcement to mean 'very' or 'more than sufficient'

Can be used as an adverb to mean 'also' or 'in addition'

Examples:

- This dress is **too** big for me.
- He was driving **too** fast so the police gave him a fine.
- She has been to Switzerland **too**. (= also)
- I ate to my fill last night and my friend did **too**. (= also)

TWO

Only used as a number

Examples:

- There are **two** cars in the car park.
- Sweden has **two** official languages.

Very - Too - Enough

Very and Too + adjective

1. The exam is **very difficult**, but Jamil can complete it.

2. The exam is **too difficult**. Jamil can't complete it.

Very difficult = it is difficult but possible for Jamil to complete the exam.

Too difficult = It is impossible for Jamil to complete the exam.

Remember that **Too** implies a negative result.

Too + adjective + infinitive

- Amir couldn't play basketball because he was **too** short.
- Amir was **too** short *to play* basketball.
- We are **too** tired *to go* to the gym.
- Maryam was **too** ill *to finish* her food.

Too + adjective + for (someone) + infinitive

- I can't walk to college because it is **too** far.
- College is **too** far *for me* to walk.
- It is **too** late *for me* to go out.
- The soup is **too** cold *for Tariq* to eat.
- The price of the ticket is **too** expensive *for Mahmood* to fly to Europe.

Enough + noun

Enough (pronounced "enuf")

There was sufficient food for everybody at the party.

- There was **enough** *food* for everybody at the party.
- I had **enough** *money* to pay for dinner with my friend.
- Is there **enough** *time* to finish the test?

Adjective + Enough

Everybody notices her because she is very pretty.

- She is *pretty* **enough** for everybody to notice her.
- My friend lives *close* **enough** to my house to walk.
- Last summer it was *hot* **enough** to go swimming every day.

Enough + infinitive

- When she lost her brother, it was **enough** *to make* her cry.
- He was sick **enough** *to stay* home from work today.
- I arrived at the airport early **enough** *to make* my flight to New York.

Advanced Grammar

Like vs. As

We generally use LIKE and AS to make comparisons.

LIKE

The structure of the sentence is usually: VERB + LIKE + NOUN / PRONOUN.

- He speaks **like** a native speaker.
- She looks **like** a supermodel.

AS

The structure of the sentence is usually: AS + SUBJECT + VERB.

- Nobody sings **as** she does.
- They went to the party **as** they were.

It is very common in American English to use LIKE instead of AS. However, it is generally considered informal to use it in this way.

- We play football **like** champions do.

Another use of AS is to say what the role/function of a person/thing is.

- He started work **as** a carpenter.

LIKE vs. AS

Be careful, in similar sentences that use LIKE and AS, the meanings of each sentence are very different. For example:

- **As** your boss, I must warn you to be careful. (I am your boss.)
- **Like** your boss, I must warn you to be careful. (I am not your boss, but he/she and I have similar attitudes.)

AS IF

In English we also use as if to make comparisons. However it has a few distinct characteristics to its use:

1. The verb after AS IF is always in the past subjunctive, no matter what tense the sentence is.
2. If the verb BE directly follows AS IF, we use **were** for all personal pronouns.

- He looks **as if** he *knew* the answer.

(The verbs LOOKS indicates this sentence is in the present – but the verb after AS IF – *knew* - is in the past subjunctive).

- She walks **as if** she *were* a supermodel.

(The verb after AS IF – be – has been changed to **were** and not **was**).

- He boarded the airplane **as if** he *were* a seasoned traveler.
- He spends money **as if** he *owned* a bank.

Passive Voice

The Passive Voice is used in English when the person or thing that is receiving **the action is more important** than the person or thing that is performing the action.

The structure of a sentence in the passive is as follows:

Object + To Be + Past Participle

Look at the structure of the following sentences in the active and the passive voice to understand the difference in structure.

- I sent Eid cards to all my friends. (Active)
- **Eid cards were sent** to all my friends. (Passive)
- The earthquake destroyed the town last night. (Active)
- **The town was destroyed** last night. (Passive)

In these examples, you can see it is the action / result that is the most important factor in the passive sentences.

When to use the Passive Voice

1. It is used when the person/thing performing the action is unimportant or unknown.

e.g. Our car was stolen last night.

2. It is used when it is obvious who/what is performing the action.

e.g. Saleem was sacked last week.

3. It is used to describe factual information, especially when describing a process.

e.g. The chicken is baked in an oven for 10 minutes at 250 degrees Celsius.

4. It is used in news reports and to give instructions.

e.g. Five people were arrested at a nightclub last night.

While it is possible to use this structure in a large variety of tenses in English, you cannot use the passive in Future Continuous, Present Perfect Continuous, Past Perfect Continuous or Future Perfect Continuous tenses.

Below are examples of the passive in a range of verb tenses.

	To Be	Past Participle	Tense
The butter	is	kept here.	Present Simple
The window	was	broken.	Past Simple
The work	will be	done soon.	Future Simple
The bridge	is being	repaired.	Present Continuous
The cheese	was being	eaten by mice.	Past Continuous
Our work	has been	finished.	Present Perfect
The car	hadn't been	used much.	Past Perfect
The house	will have been	built by then.	Future Perfect
The shelf	can't be	reached.	Modal Verb
The task	must be	done now.	Modal Verb
The lesson	may be	finished.	Modal Verb
The car	ought to be	repaired.	Modal Verb

So - Neither - Either

SO

SO is used to show agreement with positive statements.

SO + Auxiliary + Subject (pronoun)

The Auxiliary needs to agree with the verb tense in the original statement. It is similar to using **TOO** at the end of a sentence.

Person A	Person B	
I am happy.	So am I.	= I am happy too.
I' m going to Brazil in the summer.	So am I.	= I am going to Brazil too.
You look nice today.	So do you.	= you look nice too.
Saira has a new friend.	So does Mary.	= Maryam has a new one too.
We went to the party last night.	So did I.	= I went to the party too.
I would love a coffee right now.	So would I.	= I would love a coffee too.
He will win a prize.	So will I.	= I will win one too.
They have finished their homework.	So have I.	= I have finished too.
I can speak two languages.	So can I.	= I can speak two too.
He should study more.	So should I.	= I should study more too.
We could see the mountains.	So could we.	= We could see them too.
My brother had eaten too much.	So had I.	= I had eaten too much too.

NEITHER

Neither is used to show agreement with negative statements.

Neither + Auxiliary + Subject (pronoun)

The Auxiliary needs to agree with the verb tense in the original statement.

It is similar to using **either** at the end of a sentence, although **Neither** is more commonly used, especially in spoken English.

A: I don't understand Spanish.

B: Neither do I. (= I don't understand Spanish either.)

A: I cannot swim.

B: Neither can I. (= I can't swim either.)

Sometimes people respond **Me Neither** instead of *Neither + Auxiliary + Subject* though this is very informal spoken English.

Person A	Person B	
I am not hungry.	Neither am I.	= I'm not hungry either
I' m not going to quit.	Neither am I.	= I'm not going to quit either
They don't speak French.	Neither do I.	= I don't speak French either.
Naila doesn't eat meat.	Neither does Mary.	= Rashida doesn't eat meat

		either.
Maria didn't go to the party.	Neither did I.	= I didn't go either.
I wouldn't like to do his job.	Neither would I.	= I wouldn't like to do it either.
He won't stop talking.	Neither will you.	= You won't stop either.
You haven't finished your meal.	Neither have you.	= You haven't finished either.
Mohsin can't reach the top shelf.	Neither can I.	= I can't reach it either.
You shouldn't talk in the movie.	Neither should you.	= You shouldn't talk either.
We couldn't hear him.	Neither could we.	= We couldn't hear him either.
I hadn't seen her before.	Neither had I.	= I hadn't seen her before either.

Whoever - Whatever - Whenever

We can think about the W-ever words semantically as the 'W' word + the quantifier (a word that expresses a quantity) 'any'. The trick to understanding these terms is to realize that they apply to any single one of the referents (a term that refers to another term), and at the same time refer to all of the referents.

- **Whatever** - Anything (This could also be everything)
- **Whenever** - Any time (This could also be 'every time')
- **Wherever** - Any 'where' (Anywhere or everywhere).
- **Whoever** - Anyone (Any person or every person, or sometimes used to refer to a person unknown to the speaker)
- **Whichever** - Any 'which' (Choice between a group or set).
- **However** - Any 'way' (In any manner or way, regardless of how).

Basically each one means:

"It does not matter what / when / where etc." OR

"An unknown thing / time / place etc."

Examples of Whatever

Whatever you do, pay attention to the road when you are driving.

(You can do anything as long as you pay attention to the road)

They say you can buy **whatever** you desire in Dubai, as long as you have the money.

(You can buy anything in Dubai, if you have enough money)

The student was so intelligent that **whatever** we taught, she understood.

(She understood everything that she was taught)

The criminal said he would do **whatever** he could in order to get out of jail.

(He would do everything or anything he could to get out of jail)

Examples of Whenever

Whenever the neighbours flush the toilet, water comes through our ceiling.

(Every time they flush the toilet it happens)

Whenever she calls, the landlord is busy.

(Every time she calls the landlord, he/she is busy)

Call me **whenever** you need something.

(Call me any time you need something)

Whenever I go to sleep early, I have extraordinary dreams.

(Every time I go to sleep early, I have these dreams)

Examples of Wherever

Wherever you go in the world, remember where you came from and where you are going.

(Anywhere you go in the world, remember those things)

With a good education in English, **wherever** you go, you will have a good time.

(If you are taught well, you will have a good time anywhere)

Wherever we put the TV in the room, the reception is bad.

(Anywhere we put the TV the reception is bad)

You can put the present that she gave you **wherever** you want, just don't let her know if you put it in the trash.

(You can put that present anywhere)

Examples of Whoever

Whoever broke the vase, can you please replace it?

(Any specific person who broke the vase, please replace it)

Whoever goes to the shop, please don't steal anything.

(Any one or more of the people who will go to the shop, don't steal anything)

(The unknown person who knocked on the door dropped twenty dollars)

Whoever you just spoke to, she must have some special powers, because you look like you fell in love.

(The unknown person who you spoke with must have some special powers)

Examples of Whichever

You can drive **whichever** of the cars you want.

(You can choose to drive any of the cars)

Whichever dress I wear tonight, I'm worried that I'll look fat. What do you think?

(Person is worried that the person will look fat in any of the selected dresses)

Whichever road you take to Lahore, you will need to drive carefully.

(There are a number of roads to take, and it is necessary to drive carefully on any one that you take)

Whichever pizza you ordered for her, it must have had some very delicious ingredients.

(The pizza that was ordered from those available had some special ingredients)

Examples of However

You can dress **however** you like for the party, it's not formal.

(You can dress the way that you want for the party)

However much she eats, she never puts on weight.

(It doesn't matter how much she eats, she never gets fat)

You can do it **however** you like; I don't really care as long as it gets done.

(You can do it any way that you want)

However rich they may be, it still isn't enough for them.

(It doesn't matter how rich they may be)

PRACTICE MATERIAL FOR THE CORRECTION OF ERRORS

NOUN

1. The hairs of his head are white. (hair is)
2. There are plenty of fishes in this pond. (fish)
3. He gave us good advices. (pieces of advice)
4. She said her prayer in the morning. (prayers)
5. Furnitures are being taken out of the room. (furniture)
6. The news are not true. (is)
7. I have learnt two poetries by heart. (poems)
8. Foods are necessary for life. (food is)
9. He had a bag of rices. (rice)
10. Americans are clever peoples. (people)
11. Politics are my chief interest. (is)
12. Many gold is found in Africa. (much)
13. The sceneries were very charming. (scenery was)
14. The hunter killed four deers. (deer)
15. This cattle is mine. (these are)
16. He had forty heads of cattle. (head)
17. These cattles are mine. (cattle)
18. He gave me many advices. (pieces of advice)
19. He bought some fruits at Murree. (fruit)

PRONOUN

1. Every one did their duty honestly. (his)
2. It was Ali that did it. (who)
3. Many villagers cannot write his own name. (their)
4. Kalim is more honest than us. (we)
5. Give some books to him and I. (me)
6. One should do his duty honesty. (one's)
7. The boy you met in the cafeteria he is my cousin. (--)
8. He is the man who you can trust. (whom)

9. You are as tall as him. (he)
10. It is me. (I)
11. These pens are for you and for I. (me)
12. I am your sincerely. (yours)
13. Who do you want to see? (whom)
14. Many soldiers lost his life. (their)
15. Little children love each other. (one another)
16. He should keep one's promise. (his)
17. You are taller than him. (he)
18. All passengers must show his ticket. (their)
19. Of the two men lying in the hospital, every one is recovering. (each)
20. I and he are business partners.
21. I have no objection to your going there. (on)
22. This is the bird who sings. (that)
23. I know the boy who you suspect. (whom)
24. Let each do their duty. (his)
25. He placed the chair in the corner of the room which he had bought for Rs.600.

He placed the chair which he had bought for Rs. 600 in the corner of the room

26. It was Ahmad that did it. (who)
27. Let I and you go there. (me)
28. Every one raised their hands. (his)
29. He absented from the class yesterday. (absented himself)
30. I should avail of this chance. (avail Himself)
31. This is the same mistake which you made before. (as)
32. This is the same man who came yesterday. (as)
33. This is the same book which is yours.

ADJECTIVE

1. He is senior than Akram. (to)
2. Give me a ten rupees note. (rupee)
3. Health is more preferable than riches. (to)

4. You must help the poors. (poor)
5. He is more cleverer than his friend. (more is additional)
6. This pen is more superior than that. (to)
7. This horse is the most swiftest of all. (most is additional)
8. He is the cleverest of any boy in the class. (cleverer)
9. You are his older brother. (elder)
10. He bought two dozens eggs. (dozen)
11. He is senior than you. (to)
12. He is the most best student in the class. (most is additional)
13. He is more stronger than your brother. (more is additional)
14. He has not got some bread. (any)
15. He is stronger of the two. (the stronger)
16. Bring me any water to drink. (some)
17. Rich should help poor. (the poor)
18. Your brother was junior than Saleem. (to)
19. This cloth is inferior than that. (to)
20. He is senior than me. (to)
21. Of the two he is the best. (better)
22. This is the most ideal house. (most is additional)
23. Socrates was one of the wiser man who ever lived. (men)
24. Are you the taller girl in the class. (tallest)
25. The job is more worse than I expected.
26. He is more cleverer than his friend. (more is additional)
27. The student who want to win a prize they should work hard.
28. She is more wiser than I. (more is additional)
29. He is my older brother. (elder)
30. Knowledge is more preferable than riches. (to)
31. Zaki and Arshad both play cricket. (both should come in the beggining)

ARTICLE

1. True Muslims read Holy Quran every day.
2. The man is mortal.

3. He got a first prize.
4. Sun rises in the east.
5. He slept whole night.
6. He ordered servant to leave room.
7. The health is the wealth.
8. The mankind should love the nature.
9. Indus is the largest river in Pakistan.
10. She got a second prize.
11. He is a best boy in the class.
12. Did you like Pakistan Times then?
13. Your friend is a M.A.
14. He wrote a best book.
15. He is a S.D.O.
16. Horse is a useful animal.
17. Do not make noise.
18. I play the hockey.
19. The honesty is the best policy.
20. Sun warms earth.
21. A ship sank in Indian Ocean.
22. More we get, more we desire.
23. Will you stay here for few days?
24. Jehlum flows through a lovely valley.
25. Little money is better than none.
26. I am glad I have little time left.
27. He is richest person in city.
28. Do you have appointment with doctor?
29. He said that she was silly woman.

PREPOSITION

1. I congratulated him for his success.
2. The train will arrive on 11 a.m.
3. There are many birds on this tree.

4. Dr. Arshad presided on the function.
5. I have been working for two hours .
6. The dacoits set the house to fire.
7. He has a decent house to live .
8. He resembles with his father.
9. He sat on a tree.
10. He lives at Lahore.
11. Come in my house with me.
12. Have you applied the post of the inspector?
13. I pitied on him .
14. He is senior than me .
15. Our school is built by bricks .
16. He walked ten miles by foot.
17. In the way I met an old friend.
18. He comes off a noble family.
19. Saleh lives in Samanabad at Lahore .
20. Do not write with ink.
21. We met him in the way.
22. He was ill from fever .
23. He is like a brother for me .
24. Divide the money between three persons .
25. A noble man prefers death than dishonour.
26. The patient has been operated.
27. My claim is prior than yours .
28. The door is being knocked.
29. It is half past eight in my watch.
30. A nurse attended to her when she was in hospital.
31. The beggars live for charity.
32. To where are you going?
33. A knife is to cut.
34. They divided the money between themselves.
35. He died from cancer.
36. He lives at Lahore .

37. He is blind from one eye.
38. He was very kind on me.
39. Mr. Merryweather was angry on his daughter.
40. She was getting late from college.
41. He goes on his work.
42. Send this letter on my address.
43. They are called with different names.
44. Are you connected in this new scheme?
45. He entered in an argument.
46. Every one should pray God.
47. He has a family to work.
48. I ordered for a cold drink.
49. I have been reading for over six hours.
50. No one can depend his work.
51. It is dangerous to overtake on a corner.
52. She is sick of fever.
53. He has left the place with baggage and baggage.
54. They named the baby as Babur.
55. She called him as a coward.
56. The subject of my paper is about Air Pollution.
57. Our exam begins from Wednesday.

VERB

1. Iron finds in many places.
2. The group is consisted of ten members.
3. He asked me did I know him?
4. Since when you have been sitting here?
5. How you managed to come here?
6. I ran as fast as I could run.
7. I do not know where was he at that time.

SUBJECT-VERB AGREEMENT

1. Neither he nor his friend have done their duty.
2. The enemy were advancing at a great speed.
3. A number of houses has collapsed.
4. Nothing but poems please him.
5. None but the experts knows this.
6. Five miles are a long distance for an old man.
7. He is one of those who always succeeds.
8. A man and his wife has come here just now.
9. Each of the students were fined.
10. Love beget love.
11. Two and two makes four.
12. One of the students is absent.
13. None of the speakers have come.
14. The United Nations have done nothing to help the people of Kashmir.
15. Gold and silver is precious metals.
16. Neither of them were invited to the party.
17. Drinking and gambling ruin one's life.
18. The pizza and the sandwich looks good.
19. The decreasing number of births have been attributed to family planning.
20. Evil and suffering has always troubled man.
21. There was a man and a woman waiting for you.
22. None but the brave deserve the fair.

TENSES

1. It is raining since noon.
2. I am sitting here for hours.
3. I have received your letter yesterday.
4. When you will come I will vacate your room.
5. I would do it if I was you.
6. If she would have worked hard, she would have passed.
7. I am ill for two days.

8. Valentina had been born in 1927.
9. We went to Lahore tomorrow.
10. If he will come, I shall help him.
11. Babur has founded the Moghal Empire.
12. I did not yet finish the work.
13. The man who lived here had died yesterday.
14. We have swam for over one hour.

SEQUENCE OF TENSES

1. He said that honesty was the best policy.
2. He asked me what is my name.
3. I asked you whether you will join our party.
4. I did not know what he is doing.
5. He told me that he cannot help me.
6. He said that he will play.
7. The witness swore that this is false.
8. She is here yesterday.
9. I thought he has his notebook.

ADVERB

1. I am too glad to meet you.
2. He is too happy today.
3. I am much grateful to you.
4. He speaks loud.
5. I shall come much early.
6. It is much hot today.
7. Prince Ali Khan was so rich.
8. I am too tired of reading this book.
9. He is working good.
10. I am very surprised at the news.
11. I am much sorry to hear this.
12. I was little vexed at having failed.

13. You are not clever to do it.
14. There are many accidents because people drive fastly.
15. She knows how to play the piano.
16. They know to swim.

INFINITIVE

1. Let him to go there.
2. He dares not to speak against me.
3. He told me to stop to work.
4. The ailing patient had better to go to the doctor.

GERUND

1. I cannot help but laugh.
2. She could not help to go there.
3. Pakistanis are desirous to go to Bosnia.
4. He is addicted to smoke.
5. Let us aim to do it.
6. He persisted to go there.
7. He is not capable to do this job.
8. I am looking forward to see Europe.

WRONG WORD

1. Two boys sank in the river.
2. The picture was hanged on the wall.
3. He denied to do what he was told.
4. The principal made a speech.
5. Children should be taught to say the truth.
6. He asked for some blotting.
7. See this word in the dictionary.
8. The hen has lain an egg.
9. Do not speak a lie.

10. He laid in the bed till late in the morning.
11. I want to lend your book.
12. Please borrow me your book.
13. I hope he will die.
14. Time and tide wait for no man.
15. My father found this school.
16. Have you taken admission?
17. The choice of our new home was selected by my mother.
18. The teacher gave us a test.
19. His wife delivered a male child.

CONJUNCTION

1. Either you or he have cheated me.
2. Either he is wrong or his friend.
3. Unless you do not walk fast, you can't catch the train.
4. Neither he comes nor writes.
5. He cannot pass until he does not work hard.
6. She could not help to shed tears.
7. He either eats apples or oranges.
8. Men work because they may earn a living.
9. Until the world lasts, the earth will go round the sun.
10. He took medicine because he might get well.
11. Either the clerk nor the clerk failed in their duty.
12. He took medicine because might get well.
13. Unless you do not work hard, you will fail.

PARTICIPLE

1. Barking furiously he led the dog out of the room.
2. Being a little boy my father often whipped me.

MISCELLANEOUS

1. Do not take parts in politics.
2. He made friends with a bad boy.
3. Please put your sign here.
4. He took out his shoes.
5. Mr. M.A. Jinnah Esq.
6. He is our mutual friend.
7. I asked him how you were and he replied that I am feeling feverish.
8. He stopped on the way for taking lunch.
9. I have not any money to buy books.
10. He who seeks finds.
11. He is my cousin brother.
12. The house's doors have been painted green.
13. I hate these kinds of men.
14. I am hopeless to pass.
15. He told the judge Sir I am not guilty.
16. Of what you are talking?
17. I have no any money to buy books.
18. The two brothers love one another.
19. Hindus are no good people.
20. The cows are grazing there.
21. He went directly to the principal.
22. Rex did not know swimming.
23. I was went directly to my officer.
24. I like reading and to write.
25. Do you sing? Yes, I don't.
26. I shall be able to go after a week.
27. Is the principal in? Yes, he is out.
28. She was plucked up in English.
29. Who the gods love die young.
30. Whatever you are doing?
31. The plane crashed soon after taking off.
32. The officer ordered a rounding up of the miscreants.
33. His house is as well-furnished as his friend.

34. The wages of an American worker are higher than his counterpart in England.
35. My friend writes that he will help me in his last letter.
36. He finished his day's work the same time as always.
37. He did not say nothing.
38. The voice of a woman is softer than a man.
39. He looked at the tree he had felled with his hands in his pockets.
40. The method of selection was by questioning the candidates carefully.
41. His habits are like his friend.
42. I do not know where was he at that time.
43. He applied to his studies.
44. Why you went there without prior permission.
45. I am not one of those who believe in everything I hear.
46. Our team beat City Club by an innings and ten runs.
47. There are so many cars driving people to work.
48. A principle is to be safeguarded where it is in danger.
49. A square is when all four sides of a rectangle are the same length.
50. I expect to succeed in the examination.
51. He is now out of his temper.
52. He was drowned when bathing.
53. The weather is cloudy, it will perhaps rain.
54. The game was postponed due to bad weather.
55. I shall avail of four o'clock train.

Correction of Sentences

(First Group) 2003

1. Please excuse me that I am late.
2. I hope you are having good health.
3. Such men who are false to their friends should be avoided.
4. The jury were unanimous in their verdict.
5. In spite of his faults, I cannot help but like him.

6. Tennis ball bounces highly as compared to the cricket ball.
7. The day passed happily, playing cards and rowing in the river.
8. Many a man are killed in the battle.
9. A noble man prefers death than dishonour.
10. Our examination begins from Monday.

(Second Group) 2003

1. The man was sentenced to death who has committed the murder.
2. He is the adoptive son of his parents.
3. How could I go unless I have asked your permission.
4. Having entered the house, the door was shut at once.
5. He neither has nor will accept your terms.
6. This is the most shortest way to go there.
7. The boy took his birth in an aristocratic family.
8. He told his servant that bring a cup of tea.
9. He asked his son why have you not done your home work.
10. Bashir's business was hit hardly by strikes.

(First Group) 2004

1. Climbing down the stairs, he fell head long.
2. Tell me the last news of war.
3. They decided for starting their journey.
4. He denied to accept the invitation.
5. The jury were unanimous in their verdict.
6. Whom was she talking?
7. The population of Karachi is greater than any other town in Pakistan.
8. I went their with a view to get first hand information.
9. Though he has enough money, but he will not purchase a house.
10. I do not know the reason why he dislike me.

(Second Group) 2004

1. Open this knot.
2. He does not care for his money.
3. He behaved cowardly.
4. I am ill since three months.
5. Send this letter on my home address.
6. There is nothing such as chance.
7. My friend told me that he is not to blame.
8. The judge disposed the case at once.
9. No sooner I had fallen than they ran away.
10. What to speak of French, he does not know even English.

(First Group) 2005

1. He or she is thief.
2. Certificates are attached herewith.
3. She died from cancer.
4. No sooner he left than the storm broke.
5. I would sooner quit than to do it.
6. Slower you move, greater the time you take.
7. They considered him as a great fool.
8. She was too pleased to hear the news.
9. He walks as if he is lame.
10. One can learn his lesson if he applies his mind to it.

(Second Group) 2005

1. For goodness's sake leave me alone.
2. She is more intelligent of the two.
3. Why do you want to see.
4. Let Sahiba and I go there.
5. We saw much less films than last years.
6. Between you and I, he is a cheat.

7. The climate of Multan is better than Lahore.
8. I only did two sums.
9. Latest part of the book is very difficult.
10. There is a little truth in your statement.

(First Group) 2006

1. They found that the ship is leaking.
2. He was arrested under the charge of stealing.
3. He is sitting besides his mother.
4. So nice man I have never seen.
5. Faisalabad is Manchester of Pakistan.
6. The gold is more costly than the silver.
7. He is a man of words.
8. What is this book's price.
9. His hairs have turned white.
10. Either he or I are right.

(Second Group) 2006

1. I met him prior than his departure for Karachi.
2. He is the ablest and efficient teacher.
3. They did their duty should be rewarded.
4. It is no doubt that the man is dead.
5. I doubt that he will come.
6. No sooner he left than the storm broke.
7. He likes me reading the novel.
8. I asked him what he ate.
9. He ran as fast as he could run.
10. I said it in his face.

(First Group) 2007

1. He made three goals in the last match.

2. When Amjad or his brother visits us we are delighted.
3. He asked me where I came from.
4. There is a little to do in such a hopeless case as this.
5. He always had hatred against inefficiency.
6. You ought to have treated him your equal.
7. He enjoys the most worldwide reputation.
8. The boy who was promoted, he was my brother.
9. He availed of the opportunity.
10. I would sooner quit than to do it.

(Second Group) 2007

1. He is M.A while his friend is B.A.
2. He has been died today.
3. He is hardly hit by the bank's failure.
4. This is another side of the question.
5. The debate was now coming to a close.
6. He ran three hundred meters race.
7. My tooth is paining very badly.
8. Najma eats like Salma does.
9. He has lit up the fire of reform.
10. I did not know that the honesty was the best policy.

(First Group) 2008

1. Our parents may be resembled to a tree which gives us cool shade.
2. I do not know where was he at that time.
3. I requested you not to cut jokes in class.
4. If I will fail in this examination I will give the next.
5. We met at the house of a mutual friend to make peace.
6. Have you heard of your son's robbery?
7. The downfall of the king is to be attributed to nothing else than pride.

8. If you do not come, then I shall not help you.
9. Scarcely had he gone than a policeman knocked at the door.
10. Have you seen her latest photograph.

(Second Group) 2008

1. Poetries have their appeal to the heart.
2. This poultry belongs to him.
3. Unless you do not work hard, you cannot secure good marks.
4. I hate these sorts of men.
5. He has been operated.
6. He is such a man who is liked by everyone.
7. He said to them if can you help me.
8. The rotten mangoes smell badly.
9. Please, do the needful.
10. Leave was availed at once.

(First Group) 2009

1. Saleem and I am enemies.
2. He has often beat me at tennis.
3. He was born in nineteen hundred eighteen.
4. I have not seen you since a long time.
5. The time passed off quickly.
6. I cannot pull on my work.
7. Write with ink.
8. I do not care for these sort of things.
9. She is not clever to do it.
10. He is a coward boy.

(Second Group) 2009

1. My brother's only help were his friends.
2. These two boys hate one another.

3. We should pray God every morning.
4. It is half past five in my watch.
5. He availed of the leave.
6. He visited many worth-seeing places.
7. Neither he comes, nor he writes.
8. Why he wrote that foolish letter?
9. I shall stay at Murree for few days.
10. He only is responsible for this act.

Comprehension

Comprehension is an initial step in the approach from reading towards writing, as well as measure of testing the student's ability to understand a given text.

Essential Guideline for Answering Questions:

1. Read the given text carefully as to get a clear idea of what it says.
2. In case of complex sentence-structure and illusive expression, read the passage over and over again till the meaning is clear to you.
3. Do not run after the meaning of every new or unfamiliar word or phrase. Instead try to guess from the context what word or phrase means.
4. Read each question carefully and underline the answer in the passage.
5. Shape the answer in accordance with the question and write it down. It is better to use your own words instead of copying the answer word for word from the passage.
6. Your answer should be a complete sentence, not just a phrase or a clause. For instance if the question is:

Why do you go for a walk?

As an answer if you say:

Because I like to go out in the morning. (It is a clause not a sentence)

The correct and complete answer to this question is:

I go for a morning walk because I like to go out in the morning.

7. Avoid omitting auxiliary verb (helping verb)
8. Your answer must be in the same tense which is used in the question.

PRECIS

DEFINITION:

It means an abstract or a gist of a longer passage or document.

SOME IMPORTANT REQUIREMENTS

A précis must fulfill the following three requirements:

- (a) It must be in form of a continuous narrative, that is, it must not consist of disjointed sentences.
- (b) It should include all the important ideas expressed in the original passage.
- (c) It should rigidly exclude all that is unimportant and irrelevant.

ESSENTIALS OF A GOOD PRECIS:

Compiled by: Hafiz Ashfaq Ahmed

- (i) A good précis should give the leading thoughts and the general impression of the passage summarized.
- (ii) A good précis should be a continuous and compact piece of prose.
- (iii) A précis should be clear. It must present the substance of the original in your own language.
- (iv) A précis should be precise and brief. Précis-writing means giving the essentials in the fewest possible words. Thus the brevity is the very soul of a précis.
- (v) A précis should not be sketchy. It should be complete and contain all that is important in the original.

❖ There is no royal road to making a précis. It is an intellectual exercise. We can only achieve success in précis writing if we can fully enter into the spirit of the given passage.

AVOID THE FOLLOWING.

- (i) Avoid comments of your own and other irrelevancies.
- (ii) Avoid borrowing phrases and sentences from the original.
- (iii) Avoid emphasizing the wrong points.
- (iv) Avoid exceeding the prescribed length by more than five words.
- (v) Avoid bad style. See that your sentences do not lack unity.
- (vi) Avoid colloquial expressions.

❖ As a rule a précis should be in Indirect Speech. Great care must be taken to avoid lapsing into Direct Speech.

❖ The summary should be in the Third Person. The first person must be changed into third person.

EXAMPLES:

- (i) "I say, first we have despised literature. What do we, as a nation, care about books? I say, we have despised Science. I say we have despised Art."

PRECIS: The writer said that they had despised literature, science and art.

❖ The précis should be generally made in the past tense unless the original passage expresses some universal truth in which case the present tense must be used.

- (ii) War is a great calamity. It is worse than famine or plague. It settles nothing but unsettles everything.

PRECIS: War is more destructive than epidemics and starvation.

- (iii) I never found a woman who was so generous in her gifts and who loved to entertain so many guests in her home.

PRECIS: I never found so hospitable a woman.

THE PRECIS OF A PARAGRAPH

In attempting the precis of a paragraph the following plan may be of some assistance.

- (i) Read the passage carefully two or three times or more till the meaning is well understood.
- (ii) Note down the central idea or the main topic. Often the main idea of the passage can be expressed in a phrase: this phrase will make the title of the passage.
- (iii) Make an out line summary of the passage dividing it into main topics and sub topics if possible.
- (iv) Write off in plain businesslike English a continuous summary linking up the topics and sub topics already written down. Pay as much attention to grammar and style as in any composition.

EXAMPLE:

I often wish that this phrase “applied science” had never been invented. For it suggests that there is a sort of scientific knowledge of direct practical use which can be studied apart from an other sort of scientific knowledge, which is of no practical utility, and which is termed as “pure science”. But there is no more complete fallacy than this. What people call applied science is nothing but the application of pure science to particular classes of problems. It consists of deductions from those general principles, established by reasoning and observation, which constitute pure science. No one can safely make these deductions until he has a firm grasp of the principles, and he can obtain that grasp only by personal experience of the operations of observation and of reasoning on which they were founded. (T.H.Huxley)

PRECIS: Application science is not a separate and independent branch of science. It is nothing more than application of the laws and principles of pure science to specific problems for specific results. It may, therefore, be called the practical use of pure science for more specific purpose.

PRACTICE EXERCISES

(First Group) 2003

Properly speaking, the cave men were the human beings who lived before the most important of the early inventions on which a stable civilization can be based: farming or the regular cultivation of

edible plant; the domestication of hoofed animals; pottery ---- and perhaps with it the revolutionary technique of grinding, polishing, and boring stone tools so as to make them almost as efficient as the later tools of metal. The cave men did not farm, they were hunters and fishermen, and their women collected wild fruit, vegetables, and grain. They lived lives rather like those of the American plains Indians before the introduction of the horse. They did not domesticate animals – or at best only one animal, our oldest friend dog. They lived largely on animals; they thought about animals constantly; but they were hunters, so they treated even the horse as something to be stampeded over a cliff and then eaten. They knew something about clay and how it hardens in the fire, but so far we have found no real clay dishes or containers among their remains. We find it difficult to imagine life without the peaceful cornfields, the quiet cattle, and the dishes from which we eat and drink, yet for most of man's existence on the earth these things were unknown and undreamed of. Settled farming began somewhere about 7000 years ago, in the new Stone Age; that seems like a long time ago, but it is only about 200 generations from our own time.

Questions:

- | | |
|--|----|
| i. Make a précis of the passage. | 16 |
| ii. Who were the cave men? | 03 |
| iii. What are the basic elements of a stable civilization? | 03 |
| iv. What did the cave men eat to live? | 03 |

(Second Group) 2003

It is one of life's choicest blessings to have a few sincere friends. This is not as easy as it may seem. For to attract friends, one must oneself be attractive. For this, the first thing necessary is to have trustful nature. Confidence alone begets confidence. One must open one's heart to a friend, holding back nothing. Secrecy is the poison that always destroys lasting friendship and so one must have no secret from a real friend. Secondly, one must be tolerant and forbearing. No man is all good, and if one is always fault finding, it will produce a feeling of natural irritation. This leads to estrangement. It is only when friendship is tested by the trials of life that faults may be pointed without creating ill-will. Thirdly, there can be no true or lasting friendship between men of unequal status or worth. Real friendship is possible between equals. There must be no intention on one side or the other to make friendship a matter of gain or convenience. But real friendship is a very rare thing in the world. There are many people who seem to be incapable of it. Suspicious natures, and those who are credulous are easily influenced by reports and whispers can never make good friends.

Questions:

- | | |
|--|----|
| i. Make a précis of the passage. | 16 |
| ii. What were conditions of good friendship? | 03 |
| iii. What are the causes that destroy friendship? | 03 |
| iv. What type of people are incapable of friendship? | 03 |

(First Group) 2004

Fortunately, however, the growth of industrialism has coincided in the West with the growth of democracy. It is possible now, if the population of the world does not increase too fast, for one man's labour to produce much more than is needed to provide a bare subsistence for himself and his family. Given an intelligent democracy not misled by some dogmatic creed, this possibility will be used to raise the standard of life. It has been so used, to a limited extent, in Britain and America and would have been so used more effectively but for war. Its use in raising the standard of life has depended mainly upon three things: democracy, trade unionism, and birth control. All three of course, have incurred hostility from the rich. If these three things can be extended to the rest of the world as it becomes industrialized, and if the dangers of great wars can be eliminated, poverty can be abolished throughout the whole world, and excessive hours of labour will no longer be necessary anywhere, but without these three things, industrialism will create a regime like that in which the Pharaohs built the pyramids. In particular, if world population continues to increase at the present rate, the abolition of poverty and excessive work will be totally impossible.

Questions:

- | | |
|--|----|
| i. What connection does the writer show between industrialism and democracy? | 02 |
| ii. How can the standard of life be raised? | 02 |
| iii. How can poverty be abolished? | 02 |
| iv. What will be the impact of increase in population at the present rate? | 02 |
| v. Suggest a suitable title for the passage. | 02 |
| vi. Make a précis of the passage. | 15 |

(Second Group) 2004

Real beauty is as much an affair of the inner as of shape, of colour, of surface texture. The jar may be empty or tenanted by spiders, full of honey or stinking slime – it makes no difference to its beauty or ugliness. But a woman is alive, and her beauty is therefore not skin deep. The surface of the human vessel is affected by the nature of its spiritual contents. I have seen women who, by the standards of a connoisseur of porcelain, were ravishingly lovely. Their shape, their colour, their surface texture were perfect. And yet they were not beautiful. For the lovely vase was either empty or filled with some corruption. Spiritual emptiness or ugliness shows through. And conversely, there is an interior light that can transfigure forms that the pure aesthete would regard as imperfect or downright ugly. There are numerous forms of psychological ugliness. There is an ugliness of stupidity, for example, of unawareness (distressingly common among pretty women), an ugliness also of greed, of lasciviousness, of avarice. All the deadly sins, indeed, have their own peculiar negation of beauty. On the pretty faces of those especially who are trying to have a continuous good time, one sees very often a kind of bored sullenness that ruins all their charm.

Questions:

- | | |
|---|----|
| i. What does real beauty signify? | 02 |
| ii. Where does the beauty of a porcelain jar lie? | 02 |
| iii. Differentiate between inner beauty and outer beauty? | 02 |
| iv. Point out some forms of psychological ugliness. | 02 |
| v. Suggest a suitable title for the passage. | 02 |
| vi. Make a précis of the passage. | 15 |

(First Group) 2005

A person who is aware of

(Second Group) 2005

Ought women to have

(First Group) 2006

When the time for a general

(Second Group) 2006

Great progress has been made by America in the field of mechanization. It is spending lavishly on labour-saving machines. Efficient organization of highly mechanized system has resulted in maximum productivity in America. With mass production, the amenities of life are available to almost every citizen. On the contrary Europe subordinates the use of machines to human happiness and welfare. It encourages man's reliance on his own faculties and realizes the dangers inherent in the American scheme. However great the advantages of mechanization, it crushes the creative faculty of man and makes a machine out of him. His individual liberty and personality suffer an irretrievable loss. In his moments of leisure the worker finds it difficult to turn his hands to creative work because the machine made goods do not inspire him in the direction of refinement. These goods also lose their fascination because mass production has given a set back to the individuality of the articles produced. The European, therefore, contend that it is better to sacrifice a few material comforts than crush the aesthetic and spiritual urge in the individual which large-scale mechanization is doing in America.

Questions:

- | | |
|--|----|
| i. Suggest a suitable title for the passage. | 02 |
| ii. What is the result of progress in the field of mechanization in America? | 02 |
| iii. How has it affected the citizens? | 02 |
| iv. What is the case in Europe? | 02 |
| v. Why do Europeans sacrifice a few material comforts? | 02 |
| vi. Make a summary of the passage. | 15 |

(First Group) 2007

Pakistanies are sometimes treated as suspects as they enter Saudi Arabia. The procedures for search and investigation are aggressive, and naturally, time-consuming may be a humiliating experience for a self respecting Pakistani. Lately, another trend is developing which can hurt as still more as injury is

being added to insult. Quite a few Saudis are now unwilling to employ Pakistanis as they used to do in the seventies. One main reason cited is the incidence of drug-trafficking (business) through expatriate Pakistanis who, at times, collaborate with drug-traffickers. Thus, the channel of employment for our labour in Saudi Arabia is drying up, partly owing to our failing as people.

Pakistan is a victim as drugs produced in Afghanistan pass through our territory. It cannot be denied that drugs are produced in Pakistan, but the government is trying to curtail their production. However, with an estimated indigenous (native) population of just over three million addicts the local production of drugs does not appear enough to meet the home demand, thus, having started as a producer of heroine in 1979, thanks to the transfer of such technology by a western adventurer, it is now the major consumer. However, in the western countries, the treatment meted out to Pakistani nationals is humiliating.

Questions:

- | | |
|--|----|
| i. Why is the treatment humiliating for Pakistanis on entering Saudi Arabia? | 02 |
| ii. What is the main reason for the reduction of employment opportunities in Saudi Arabia? | 02 |
| iii. How much is Pakistan responsible for drug-trafficking? | 02 |
| iv. Who is technologically responsible for the production of heroine in Pakistan? | 02 |
| v. Suggest a suitable title for the passage. | 02 |
| vi. Make a précis of the passage. | 15 |

(Second Group) 2007

One of the main objectives of Imam Khomeini's foreign and domestic policy was the propagation of the humanitarian principles of Islam. The Islamic Republic of Iran took a bold stand on the basis of this objective. Iran explained this stand at every international forum. The divine commands that have shaped the Iranian policies are perhaps common to every major religion.

The revered Imam tried to associate the masses in his own and other Muslim countries with his own and other Muslim countries with his objective. He addressed them directly, had a silent dialogue of the heart with them even when he could not meet them personally. The people in almost all the Muslim countries and even in others whether they were inhabited by Muslims or followers of other faiths, listened to his speeches and talks attentively and devotedly. Thus instead of appealing to the unpopular and reactionary governments of the day, he established durable and lasting contacts with the common people and their true representatives.

The great leader demanded the common people's presence, through their representatives, at important meetings and participation in his decision-making. In this way he wanted to ensure the achievement of the aims of the Islamic Revolution. This policy was instantly successful in winning the support of the Muslim masses even in the countries that were being ruled over by the so called representatives.

Questions:

- | | |
|--|----|
| i. Explain the main objectives of Imam Khomeini. | 02 |
| ii. What was his mode of achievement toward his goal? | 02 |
| iii. How can we call The Iranian Revolution a “people’s revolution”? | 02 |
| iv. Comment on the success of The Iranian Revolution. | 02 |
| v. Suggest a suitable title for the passage. | 02 |
| vi. Make a précis of the passage. | 15 |

(First Group) 2008

It is common in our day, as it has been in many other periods of the world’s history to suppose that those among us who are wise have seen through all the enthusiasms of earlier times and have become aware that there is nothing left to live for. The men who hold this view are genuinely unhappy but they are proud of their unhappiness which they attribute to the nature of the universe and consider to the only rational attitude for an enlightened man. Their pride on their unhappiness makes people suspicious of its genuineness: they think that the man who enjoys being miserable is not miserable. This view is too simple; undoubtedly there is some slight compensation in the feeling of superiority and insight which these sufferers have, but it is not sufficient to make up for the loss of simple pleasure. I do not myself think that there is myself think that there is any superiority rationality in being unhappy. The wise men will be as happy as circumstances permit and if he finds the contemplation of the universe painful beyond a point, he will contemplate something instead. I am persuaded that those who quite sincerely attribute their sorrows to their views about the universe are putting the cart before the horse; the truth is that they are unhappy for some reasons of which they are not aware.

Questions:

- | | |
|--|----|
| i. Suggest a suitable title for the passage. | 02 |
| ii. What is common with the wise today to suppose? | 02 |
| iii. What is the result of pride on unhappiness? | 02 |
| iv. How can a wise man be happy? | 02 |
| v. Explain the meaning of the following words: | |
| vi. (a) Enthusiasm (b) Contemplation | 02 |
| vii. Make a summary of the passage. | 15 |

(Second Group) 2008

Space travel is by far the most expensive type of exploration ever undertaken by man. The vast expenditure of money and human effort now being devoted to projects for putting man into space might well be applied to ends more practically useful and more conducive to human happiness. It is a strange world in which tens of millions of pounds are spent to give one man a ride round the earth at thousand miles an hour, while beneath him in his orbit live millions for whom life is a daily struggle to win a few coins to buy their daily struggle. The money and effort that go into the development and construction of a single type of space-rocket would more than suffice to rid several countries of such scourge as malaria or typhoid fever, to name only two of the diseases that medical science has conquered but which still persist in the world simply because not enough money and effort are devoted to their eradication. Why should the richer countries of the world be pouring their resources into space when poverty and disease on the earth are crying out for relief? One could give a cynical

answer to this question and assert that man's expensive adventures into space are merely the by-products of the struggle between great powers for prestige and possible military advantage.

Questions:

- | | | |
|--|-----------------|----|
| i. Why is it a strange world? | 02 | |
| ii. Why do malaria and typhoid still exist in the world? | 02 | |
| iii. Why is man pouring his resources into space? | 02 | |
| iv. Explain the meaning of the following words: | | |
| (a) Scourge | (b) Eradication | 02 |
| v. Suggest a suitable title for the passage. | 02 | |
| vi. Make a précis of the passage. | 15 | |

(First Group) 2009

Advertising is essentially the art of communication. As such, its origin can be traced right back to the origin of species. "Advertising Colouration" is a familiar biological phrase denoting the colours developed by certain animals to make them stand out against their natural background. It is the direct opposite of camouflage. There is always a message in these colours, such as "keep away", "mind your step", "darling won't you care for a dance?" while camouflage is tricky and timed, "advertising" is honest, confident, and forthright, as far as the world of nature goes. In human life, advertising through the mouth must have begun with the beginning of commerce. The tradition is still kept alive by hawkers and street vendors in our towns and villages. As regards advertising through the written word there is archeological evidence that it was being practiced at least 3,000 years ago. An advertisement offering a gold coin as a reward to anyone tracing out a run away slave was unearthed in the ruins of Thebes and is computed to be as old as the third millennium B.C. it was the prototype of our "lost and found" classified and that was painted on a wall.

Questions:

- | | |
|--|----|
| i. What is advertising? | 02 |
| ii. Where does the phrase "advertising colouration" mean? | 02 |
| iii. What is the difference between camouflage and advertising? | 02 |
| iv. When did verbal and written advertising begin in human life? | 02 |
| v. Suggest a suitable title for the passage. | 02 |
| vi. Make a précis of the passage. | 15 |

(Second Group) 2009

(Repetition see First group 2004)

(1)

The tyrannical regimes of several dictators like Stalin, Mussolini and Hitler form a very important part of our world history. Why don't we learn from this? Why don't we stop the continuing debate between the supremacy of despotism over democracy or vice versa? Democracy has attracted support since the time of ancient Greek because it represents an ideal of justice as well as a form of government. The ideal and practice of democracy are inseparably linked because rulers subjected to voter approval are more likely to treat the voters justly. Many of us may say that the ideal of justice and equality is easier said than done. I admit that our own country reflects this but we still have the right to choose in election. All we need is the ability to face up to our rights and demand our rights fearlessly. In my opinion we lack this fearlessness. In short we lack true patriotism.

Our Holy Prophet (PBUH) also encouraged the concept of democracy and all of the four caliphs following him based system of their government and administration on this form of government. But what about a country in which ruling party is a despot? What if it turns out to be fascist then what choices are the citizens of the country left with? If the natural rights of life, liberty and property are not guaranteed, the people have the right to overthrow the government.

Questions:

- a. What was the Greek ideal of democracy? 02
- b. Why do we have ineffective democracy in Pakistan? 02
- c. What was the practice of the Holy Prophet (PBUH) and the four caliphs in this connection? 02
- d. Make a précis of the passage and suggest a suitable title to it. 09

(2)

Once we have found the habit of looking within, listening to ourselves and responding to our own impulses and feelings we shall not let ourselves be so easily the victim of uncontrollable emotions and effects; the inner life, instead of being either a gaping void or a ghoulish nightmare, will be open to cultivation and in both personal conduct and in art will bring us into more fruitful and loving relations with other men, whose hidden depths will flow through the symbols of art into our own. At this point we can nourish life again more intensely from the outside too, opening our minds to every touch and sight and sound, instead of anaesthetizing ourselves continually to much that goes on around us, because it has become so meaningless, so unrelated to our inner needs. With such self discipline, we shall in time, control the tempo and rhythm of our days; control the quantity of stimuli that impinge on us; control our attention so that the things we do shall reflect our purposes and values, as human beings not the extraneous purposes and values of the machine.

Questions:

- a. How can we control our emotions? 02
- b. How can we cultivate loving relations with other men? 02
- c. What is meant by the phrase "the extraneous purpose and values of the machine"? 02
- d. Make a précis of the passage and suggest a suitable title to it. 09

IDIOMS

1. **As easy as pie** means "very easy" (same as "a piece of cake")

Example: He said it is a difficult problem, but I don't agree. It seems **as easy as pie** to me!

2. **Be sick and tired of** means "I hate" (also "can't stand")

Example: I'm **sick and tired** of doing nothing but work. Let's go out tonight and have fun.

3. **Bend over backwards** means "try very hard" (maybe too much!)

Example: He **bent over backwards** to please his new wife, but she never seemed satisfied.

4. **Bite off more than one can chew** means "take responsibility for more than one can manage"

Example: John is so far behind in his studies. Besides classes, he plays sports and works at a part-time job. It seems he has **bitten off more than he can chew**.

5. **Broke** means "to have no money"

Example: I have to borrow some money from my Dad. Right now, I'm **broke**.

6. **Change one's mind** means "decide to do something different from what had been decided earlier"

Example: I was planning to work late tonight, but I **changed my mind**. I'll do extra work on the weekend instead.

7. **Cut it out!** Means "stop doing something bad"

Example: That noise is really annoying. **Cut it out!**

8. **Drop someone a line** means "send a letter or email to someone"

Example: It was good to meet you and I hope we can see each other again. **Drop me a line** when you have time.

9. **Figure something out** means "come to understand a problem"

Example: I don't understand how to do this problem. Take a look at it. Maybe you can **figure it out**.

10. **Fill in for someone** means "do their works while they are away"

Example: While I was away from the store, my brother **filled in for me**.

11. **In age's** means "for a very long time"

Example: Have you seen Joe recently? I haven't seen him **in ages**.

12. **Give someone a hand** means "helps"

Example: I want to move this desk to the next room. Can you **give me a hand**?

13. **Hit the hay** means "go to bed" (also "hit the sack")

Example: It's after 12 o'clock. I think it's time to **hit the hay**.

14. **In the black** means "the business is making money, it is profitable"

Example: Our business is really improving. We've been **in the black** all year.

15. **In the red** means "the business is losing money, it is unprofitable"

Example: Business is really going poorly these days. We've been **in the red** for the past three months.

16. **In the nick of time** means "not too late, but very close!"

Example: I got to the drugstore just **in the nick of time**. It's a good thing, because I really need this medicine!

17. **Keep one's chin up** means "remain brave and keep on trying"

Example: I know things have been difficult for you recently, but **keep your chin up**. It will get better soon.

18. **Know something like the back of your hand** means "know something very, very well"

Example: If you get lost, just ask me for directions. I know this part of town **like the back of my hand**

19. **Once in a while** means "sometimes, not very often"

Example: Have you been to the new movie theater? No, only see movies **once in a while**. I usually stay home and watch TV.

20. **Sharp** means "exactly at a that time"

Example: I'll meet you at 9 o'clock **sharp**. If you're late, we'll be in trouble!

21. **Sleep on it** means "think about something before making a decision"

Example: That sounds like a good deal, but I'd like to **sleep on it** before I give you my final decision.

22. **Take it easy** means "relax"

Example: I don't have any special plans for the summer. I think I'll just **take it easy**.

23. **To get the ball rolling** means "start something, especially something big"

Example: We need to get this project started as soon as possible. I'm hoping you will help me **get the ball rolling**.

24. **Up to the minute** means "the most recent information"

Example: I wish I knew more about what is happening in the capital city. We need more **up to the minute** news.

25. **Twenty-four/seven** means "every minute of every day, all the time"

Example: You can access our web site **24/7**. It's very convenient!

The idioms and expressions below are some of the most common in English. The example sentences show how idioms are used in context. Have fun!

26. **All of a sudden** means "unexpectedly", used to describe something that happens very quickly

Example: He had just gone to bed when **all of a sudden** the phone rang.

27. **Be all ears** means "eager and ready to listen"

Example: Go ahead and speak. I'm **all ears!**

28. **Be fed up with** means "to hate something now, even though I may have liked it before"

Example: I'm **fed up with** my job! I think I should start looking for a new one.

29. **To bug** means "to bother someone". (American English)

Example: Hey, stop tapping your fingers. It's really **bugging me!**

30. **A cinch** means something that is very easy to do

Example: I didn't think I could run five kilometers, but with the right preparation, it was a **cinch.**

31. **Cost an arm and a leg** means "very expensive"

Example: I'd really like a new car, but they all **cost an arm and a leg.**

32. **To cram** means "to study hard a few days before a test"

Example: If you had studied hard for the past four months, you wouldn't have to **cram** so much this weekend.

33. **Fresh out of something** means "to have no more of something"

Example: I have to go buy some more milk. It seems we're **fresh out** now.

34. **To get it** (often negative) means "to understand"

Example: What did the teacher say? I didn't **get it.** Did you?

35. **Got a minute?** Means "Do you have time right now?"

Example: Hey, Joe, **got a minute?** I have something to show you.

36. **Give someone a hand** means "help someone"

Example: Could you **give me a hand** moving this table? It's quite heavy.

37. **Grab a bite to eat** means "quickly go get something to eat"

Example: I'm going to go **grab a bite.** I'll be back in a few minutes.

38. **Drive someone up a wall** (or "drive someone crazy") means "to make someone very angry"

Example: My neighbor practices the piano every night, but he's terrible. It's **driving me up the wall!**

39. **To hang on** means "to wait"

Example: **Hang on** a few minutes. I have to make a phone call and then I'll be able to join you for lunch.

40. **Hard headed** means "stubborn" or "unwilling to change an opinion or idea"

Example: I can't work with Joe any more. He's so **hard headed!**

41. **Have a change of heart** means "change a previous decision"

Example: I thought I would change jobs, but now that my boss is treating me with more respect, I've had a **change of heart**.

42. **Have mixed feelings about something** means "to be uncertain"

Example: I have **mixed feelings** about Joe. He's a very good teacher, but he has a very strange sense of humor!

43. **Head out for** means "to start on a long trip" (but it could be within a big city)

Example: We're **heading out for** the countryside to pick some apples. Would you like to join us?

44. **How come?** Means "Why?"

Example: **How come** we don't go to the movies any more? I guess we're too busy to enjoy ourselves these days.

45. **Keep in touch** (or "stay in touch") means "do not stop communicating - send letters or call sometimes"

Example: Don't forget to **keep in touch**. I want to know how you're doing while you're away.

46. **Be kidding** means "to joke or tease someone in a playful way"

Example: No, I don't really have three wives - I was just **kidding**!

47. **Look down on** means "think someone or something is not good enough"

Example: We shouldn't **look down on** people just because they don't have as much money as we do.

48. **Make ends meet** (often used negatively) means "to have enough money to buy everything we need"

Example: Even though I make more money than last year, we just can't seem to **make ends meet**.

49. **Miss the boat** means "to miss an opportunity"

Example: The sale ends today at noon. If we don't hurry, we're going to **miss the boat**!

50. **next to nothing** means "to cost very little"

Example: I went to the new discount store and bought these new shoes for only five dollars. That's **next to nothing**!

IDIOMATIC PHRASES

1. **A bad debt** = a debt unlikely to be recovered ڈوبا ہوا قرض
It is a bad debt you will never get back your money.
2. **A bed of roses** = a comfortable situation چولوں کی بیج
i. Life is not a bed of roses.
ii. My new job is by no means a bed of roses.
3. **A bird's eye view** = general view from the top of the building سرسری نظارہ
i. We had a bird's eye view of the Whole city.
ii. Let me have a bird's eye view of what you have done so far.
4. **A black sheep** = a disreputable member of a group or society کالی بھیر
He has been the black sheep of the family because he has been in prison several times.
5. **A blind alley** = a thing without any prospects of advancement بندگی
This job is a blind alley; you will never progress.
6. **A blue stocking** = a lady with literary pretensions لویب ٹورٹ
i. It is true that a blue stocking does not make a good housewife.
ii. She never comes to parties - she is too much of a blue stocking.
7. **A bone of contention** = cause of dispute وجہ نزاع
Kashmir is a bone of Contention between Pakistan and India.
8. **A bosom friend** = a close friend گہری یار
The two girls are bosom friends and go everywhere together.
9. **A bottleneck** = something that stops or slows down progress رکاوٹ
The strike has created a bottleneck in production.
10. **A broken reed** = a weak or unreliable person. ناقابل اعتبار.
i. Do not depend on him; he is a broken reed.
ii. He had promised to help her but he proved to be a broken reed and was of no help at all.

11. **A burning question** = very important and urgent اہم مسئلہ

Mass unemployment is the burning question of our time

12. **A cock-and-bull story** = an absurd and unlikely story بے سرو پا کہانی

i. Nobody will believe your cock-and-bull story.

ii. He told me some cock-and-bull story about having lost his entire money clown a drain.

13. **A cry in the wilderness** = an unavailing cry بے سوز چیخ و پکار

We hope our waver will not prove to be a cry in the wilderness

14. **A dark horse** = person whose qualities, abilities are not known چھپا رستم

i. He came out to be a dark horse when he won the first prize against our expectations.

ii. I never know what he is thinking — he is such a dark horse.

15. **A dead letter** = فرسودہ قانون

This law is a dead letter now.

16. **A dead-lock** = a situation of standstill تھپل

The talks between India and Pakistan have reached a dead lock.

17. **A dead loss** = completely useless بے کار

i. That shop is dead loss - they never have anything I want.

ii. He may be a cry talented designer, but as a manager he is a dead loss.

18. **A drawn match** = a match in which neither side wins بے نتیجہ

It was a draw a match as neither side won.

19. **A fair-weather friend** = a friend in prosperity مطلبی یار

All his fair weather friends deserted him when he was in trouble over money.

20. **A far cry from** = something quite different بالکل جدا، مختلف

This job is a far cry from the last one I had.

21. **A fish out of water** = in an uncomfortable situation; ill at ease بن پانی کے
مچھلی، بے چین

- i. The middle woman felt like a fish out of water.
- ii. A mother away from her child is like a fish out of water.

22. **A fool's errand** = a useless journey فضول گت و دو، بے فائدہ سفر

I came to help him, but it was a fool's errand - he had no need of my assistance.

23. **A fool's paradise** = mistaken happiness احمقوں کی جنت، مغالطے کی خوشی

- i. You are living in a fool's paradise if you think the economic situation will improve shortly.
- ii. Do not live in a fool's paradise, the lottery ticket is not going to bring you any windfall.

24. **A gentleman at large** = a man of leisure نارغ آدمی

You find many gentlemen at large in our country.

25. **A hard nut to crack** = a difficult problem مشکل کام

Finding the money for our new project will be a hard nut to crack.

To solve the problem of unemployment is a hard nut to crack.

26. **A lame excuse** = گھڑا گھڑایا بہانہ

He often makes lame excuses for coming late.

27. **A laughing stock** = someone who is laughed at ہنسی کا سبب

If you wear that hat, you will be the laughing stock of the party.

28. **A left-handed compliment** = a remark that seems like a compliment but in fact is not

He said he liked me a lot better than the last time he met me, which I thought was rather a left-handed compliment.

29. **A back-handed compliment** = a left-handed compliment

30. **A maiden speech** = a member of parliament's first speech پہلی تقریر

- i. His maiden speech was a success.
- ii. He made a memorable maiden speech to Assembly.

31. **A man of letters** = a person who does literary work اولیٰ ذوق رکھنے والا، ادیب

Dr. Iqbal al was a man of letters.

32. **A man of parts** = صاحب اوصاف

Quaid -i- Azam was a man of parts.

33. **A man of straw** = a man of no substance بے حیثیت

The bank will not accept the guarantee of a man of straw.

34. **A mare's nest** = a discovery that proves to be untrue or valueless. بے نامہ

i. This discovery of the scientist proved to be a mare's nest.

ii. In the end the police realized that their findings were nothing short of a mare's nest.

35. **A red-letter day** = a day of rejoicing خوشی کا دن

The day I won a prize in the debating contest was a real red-letter day.

36. **A round peg in a square hole** = a square peg in a round hole ناموزوں

37. **A sixth sense** = an ability to perceive what is beyond the powers of the live senses چھٹی حس

I could not see or hear anyone, but a sixth sense told him that he was being folk wed.

38. **A square deal** = an honest transaction ایماندارانہ لین دین

You always get a square deal in that shop.

39. **A square meal** = a good, satisfying meal مناسب کھانا

i. The poor children never get a square meal.

ii. He looks as though he has not had a square meal for months.

40. **A square peg in a round hole** = a person not fitted for something

He was fit t be a teacher, but by adopting the profession of law he has become a square peg in a round hole

41. **A storm in a tea cup** = a fuss made over a trifle معمولی بات پہ جھگڑا

i. Their quarrel was just a storm in a teacup?

ii. We thought that they had decided not to get married but their quarrel was just a storm in a teacup.

42. **A walk-over** = an easy or unopposed victory بن کھیلے فتح

The other team did not come and we had a walkover, to L The General as
;urcd Hitler that German invasion of Belgium woCild he a ucre walk-over, as
B lgium would for its own sake surrender.

43. **A wet blanket** = a person who spoils others' enjoyment

Don't ask him to the party, he's such a wet blanket.

44. **A white elephant** = something that is useless to maintain سفید ہاتھی

i. A car is a white elephant for a poor man.

ii. The new office block has become an expensive white elephant.

45. **A white lie** = a no very serious lie سفید جھوٹ

I would rather eli my rn a white than tell the truth and upset her.

46. **A wild goose chase** = a useless attempt بے کار ننگ و دو

The false clue sent the police party on a wild goose chase and the criminals
escaped easily.

47. **A wolf in sheep's clothing** = بھینٹ کی کھال میں بھینٹیا

He appears to be a gentle and harmless person, but he is a wolf in sheep's
clothing.

48. **Above board** = open and honourable شک و شبہ سے بالاتر

We must keep he whole affair above board.

He is open and above board in his dealings.

49. **Ad nauseum** = repeatedly and to an excessive extent بیزاری کی حد تک بار بار

We have heard your complaints ad nauseum.

50. **Add fuel to fire** = to make worse جلتی پر تیل ڈالنا

Her tactless remarks added fuel to the fire.

They w goil to alce peace but her careless remark added fuel to the fire.

51. **Add insult to injury** = to cause annoyance as well as harm زخموں پر نمک
پاشی کرنا

The water board cut off our water supply in error and added insult to injury
by charging us for the cost of reconnection.

52. **After one's own heart** = exactly to one's own liking مرضی سے

He is a man after my own heart.

53. **Against a rainy day** = برے وقتوں کے لیے

YOU should SSJ\ C .SOICt hg t 0 'OIL ly (hey.

54. **All and sundry** = everybody ہر کس و ناکس

The new law concerns all and sundry.

55. **All at sea** = puzzled or bewildered

Can I help you You seem all at sea.

56. **All in all** = consithring everything

We have not done badly, all in all.

57. **All the rage** = over popular and fashionable فیشن ہونا

Dresses like this used to be all the rage.

Blue jeans are all the rage these days.

58. **Aladdin's lamp** = anything able to grant all one's wishes الہ / جادوئی طاقت
دین کا چراغ

Ready money is Aladdin's lamp.

The Government has no Aladdin's lamp to turn a poor country into a rich paradise overnight.

59. **An apple of discord** = cause of envy and contention وجہ نزاع

Their father's property is the apple of discord between the brothers.

60. **An eye wash** = conceit something done to impress an observer دکھاوا

His sympathy for me was merely an eye wash.

61. **An iron will** = a very strong will اہنی عزم

Quaid-i-Azam had an iron will.

You must have an iron will to get rid of this bad habit.

62. **An oily tongue** = a flattering tongue خوشامدانہ انداز

He has an oily tongue and wins favour with every one.

Do not be taken in by his oily tongue. - L -

63. **An open mind** = a mind not yet wade up غیر جانبدارانہ کیفیت

Unless I know further details, I have an open mind about the matter.

I think we should keep an open mind on this until we know all the facts.

64. **An uphill task** = needing much effort; laborious U It is an uphill task to teach them English. مشکل کام

Completing this project is an uphill task. ‘

65. **As cool as a cucumber** = very calm and not upset بہت سکون سے

When everyone was rushing about madly, he was as cool as a cucumber.

66. **As dull as ditch water** = very uninteresting انتہائی غیر دلچسپ

The play was as dull as ditch water.

67. **At a stone's throw** = quite near قریب

The college is at a stone's throw from my home.

They live only a stone's throw away from here.

68. **At a stretch** = continuously مسلسل

He can work for ten hours at a stretch.

69. **At low ebb** = in bad or inactive state کمزور سست حالت

She was at low ebb after the operation.

Relations between the two countries are at low ebb.

70. **At cross purposes** = misunderstanding one another

I think we have been talking at cross-purposes.

It was several minutes before we realized we were talking at cross-purposes.

71. **At daggers drawn** = bitterly hostile جانی دشمن

They were friends but now they are at daggers drawn.

72. **At home** = comfortable; skilled ماہر

He is quite at home in English.

She is completely at home with computers.

73. **At large** =

(1) at Liberty آزاد

The escaped prisoner is still at large.

(2) In general عمومی

The country at large is hoping for great changes.

74. **At one with** = in agreement with متفق

We are at one with you in this matter.

75. **At random** = without any plan or system بے ترتیب — Cc

The police were stopped cars at random and checking their bicycles.

The people for the experiment were chosen completely at random.

76. **At sixes and sevens** = (1) in disorder; in confusion ابتر

They went off, leaving everything at sixes and sevens.

On the day before the wedding, the whole house was at sixes and sevens.

(2) Confused or undecided I am at sixes and sevens about what to do.

77. **At the eleventh hour** = at the last possible time عین وقت پر

The child was saved from the kidnappers at the eleventh hour.

78. **Be at a loss** = to be unable to decide; to be uncertain گومگو کی کیفیت

His remark left me at a loss for words.

Find for an appropriate word.

79. **Be at loggerheads** = holding completely opposing views مخالفانہ رائے

We have been at loggerheads for years.

He was at loggerheads with the management.

80. **Be taken aback** = to be shocked or surprised ششدر رہ جانا

I was rather taken aback by his rudeness.

81. **Beat about the bush** = approach a matter in a roundabout way اُنیں بائیں
سائیں کرنا

Do not beat about the bush; tell me plainly what you want.

82. **Bell the cat** = to lead in a hazardous enterprise

All can boast of their bravery, but very few can bell the cat.

They agreed to complain to the principal, but the question remained of who was to bell the cat.

83. **Better half** = wife or husband نصف بہتر

I don't know where we are going on holiday -- ask my better half.

84. **Beyond measure** = very much بہت زیادہ

The incident upset her beyond measure.

85. **Beyond all measures** = beyond measure

86. **Black and blue** = discoloured with bruises

After the fight he was black and blue all over.

87. **Blood is thicker than water** =

I would prefer to give the money to my friend rather than to my brother but blood is thicker than water.

88. **Blow hot and cold** = to support and oppose in turns; vacillate

He blows hot and cold on this plan — I don't know whether he will help us or

not.

89. **Blow one's own trumpet** = praise oneself

During the elections, every candidate blows his own trumpet.

90. **Blue blood** = aristocratic ancestry (j) They may be poor, but they have blue blood in their family.

91. **Bread and butter** = (way of earning) one's living

Singing is his bread and butter. j,

He does not write for fun -- it is his bread and butter.

92. **Break the ice** = get over initial shyness or reserve.

We went to talk on this subject, but no one was willing to break the ice.
/

93. **Break one's word** = to fail to keep one's promise

If you break your word he will never trust you again.

94. **Bring to book / bring to account** =

The criminal was brought to book.

Corruption will certainly decrease if the corrupt are brought to book without delay.

95. **Bring to light** = reveal or cause to be noticed

A journalist brought the scandal to light.

96. **Build castles in the air** = to have plans which are unlikely to come true

He whiled away his life building castles in the air.

97. **Burn one's fingers/get one's fingers burnt** = to suffer the unpleasant results of a foolish action

If you invest money in this business, you will soon burn your fingers. Yu

* He got his fin; badly burnt when the firm went out of business.

98. **Burn the candle at both ends** = to use up all ones strength; get too little rest / I Ic works till wo in the morning and rises again at six -- he is burning the c u-idle at both ends. He will soon c ome to grief for he is burning the candle at both ends. / /

99. **Burn the midnight oil** = work or study until late at night Many students burn the midnight oil near the examination. u

100. **By and by** = be öre long; soon ,

By and by, everyone went home.

You will forge him by and. by.

101.**By dint of** = by means of

He succeeded by dint of hard work.

She reached the top by dint of great effort.

102.**By fair means r foul** = iii ally possible way, honest or dishonest

They want to vin by fair means or foul. -

103.**By fits and starts** =irregularly He did his wrk by fits and starts.

I do things by fits and starts, you willnever accomplish anything.

104.**By hook or by crook** = in any way possible They want to win the election by hook or by crook.

105.**By leaps and bounds** = very quickly and successfully

The building of the new sports complex is going ahead by leaps and bounds.

Her English is improving by leaps and bounds.

106.**Call a spade a spade** = speak in plain terms; to be outspoken

He is an outs poke n fellow and always calls a spade a rpade.

107.**Call into question** = raise doubts about t - His honesty c annot be called in -

This incident calls il-ito question his suit for the job.

108.**Call to account** = He was calle{ to account for his misdeeds.

109.**Call the shots** = to be in control of a situation

They want to change things, but their opponents are calling the shots at present.

110. **Call the tune** = call the shots

111. **Call the day** = to gain victory; to be a winner

The Germans failed to carry the day in the two world wars.

Despite strong opposition, the ruling party carried the day.

112. **Carry weight** = to have influence or respect

It carries a lot of weight in the P

Her opinion carries a lot of weight with me.

113. **Come into contact** = to be in a state of touching.

His drill came into contact with an electric cable, and he got almost electrocuted.

This substance should not come into contact with food.

114. **Come to blows** = start fighting

After exchanging hot words, they came to blows.

115. **Come to grief** = to end in total failure

The project came to grief.

You will come to grief if you go on like that.

116. **Compare notes** = share or exchange ideas

They are comparing notes on their trip to India.

117. **Crocodile tears** = pretended sorrow; hypocritical show of grief دکھاوے کے آنسو

They were only crocodile tears - she hated him and is not really sorry he is dead.

He shed crocodile tears at the death of his rival.

It was plain that she was shedding crocodile tears on the death of her mother-in-law.

118. **Cry for the moon** = to desire something impossible

You are simply crying for the moon if you wish to marry her.

119. **Cry over spilt milk** = waste time regretting something that cannot be put right

You would not have suffered the loss if you had followed my advice, but there is no point in crying over spilt milk.

It is no use crying over spilt milk -- we have got to decide what to do next.

Do not cry over spilt milk; you cannot get back your lost money. \“ \ 12i Cry wolf= call for help unnecessarily

He has cried wolf so often that no one believes him any longer.

120. **Cut a sorry figure** = to make poor impression

When asked to address the audience, he felt nervous and cut a sorry figure.

121. **Every inch** = completely; in every way/

He is every inch a gentleman.

122. **Face the music** = to meet the unpleasant results of one's actions At last his evil deeds came to light and he had to face the music.

123. **Fair play** = honest treatment

He's not involved in the contest - he's only here to see fair play. /

He ensured fair play when food was distributed to the refugees:

124. **Fall foul of** = quarrel, get into trouble with t, -'J At an early age he fell foul of the law.

His business methods were not entirely honest, and he soon fell foul of the law.

125. **Flog a dead horse** = to waste effort on something that is no longer interesting or possible

You'll just be flogging a dead horse if you try to make her change her mind about it.

He is flogging a dead horse trying to interest us in his savings scheme.

126. **Food for thought** = subject matter for serious and careful thinking 6,
The teacher's advice gave me a plenty of food for thought. /

127. **For good** = forever; permanently

He has left the country for good.

We thought he had come for a visit but it seems she is staying for good.

128. **Foul play** = criminal violence, murder

A man has been found dead and the police suspect foul play.

Police suspected foul play, and began an investigation. , ' /

129. **French leave** = absence from work without permission

The young soldier was punished for taking French leave.

130. **Get cold feet** = lose courage and abandon a plan I was going to apply for the job but I got the cold feet.

131. **Get on one's nerves** = to irritate - That music is getting on my nerves.

132. **Get/have one's own way** = to do, get what one wants I That child always cries if he does not has his own way.

She always gets her own way in the end.

133. **Get rid of** = free oneself from something unwanted I 'k !,L- . _ How can we get rid of all these flies? "

He just sat there talking all evening and I could not get rid of him.

134. **Give oneself airs** = to be conceited or arrogant I I Since his promotion he has started giving himself airs. ' .

135. **Give the devil his due** = to be fair to someone one dislikes or disapproves of LJ He is terribly bad-tempered, but to give the devil his due, he is always very

.. to me.

136. **Get the better of** = to overcome; to defeat

Soon he got the better of all his opponents in the game.

His shyness got the better of him and he could not say anything. ,(

137. **Get out of bed on the wrong side** = to start the day in a bad mood L i You must have got out of bed on the wrong side this time you're grumpy!

138. **Get up on the wrong side of the bed** = get out of bed on the wrong side ' L

139. **Give a dog a bad name and kill him** = to attribute faults and dismiss ' t, ,

He was given a bad name and killed only because he did not carry out the evil wishes of the landlord.

140. **Give a good account of** = to do well)2) He gave a good account of himself during the match. / / —'

141. **Give rise to** = to cause something

This plan has given rise to serious problems.

142. **Go through fire and water** = to undertake any trouble or risks

He went through fire and water to achieve his goal.

Odysseus went through fire and water and reached his homeland after twenty Years.

143. **Go (all) to pieces** = to be too upset to cope with the situation

Under the pressure of police questioning he went to pieces and confessed Everything.

She went to pieces when her husband died.

144. **Go to the dogs** = to be ruined

If you do not mend your ways, you will soon go to the dogs.

145. **Go without saying** = to be self-evident

it goes without saying that false accusations never succeed.

If you take a job as a journalist, it goes without saying that sometimes you will have to work at weekends.

It goes without saying that he cannot win. —

146. **Grapes are sour** = pretended dislike of something unattainable /

He says he does not want to become the manager, but I am sure it was just sour Grapes.

147. **Grease the palm** = to bribe

We had to grease the palm of some officials before they allowed us to collect our luggage from the airport.

148. **Half-heartedly** = without effort or interest

He was speaking half-heartedly.

They children were cleaning their room half-heartedly.

149. **Hand in glove with** = to be in close association with

He was found to be hand in glove with the enemy.

Hard and fast = fixed and unchangeable.

There are no hard and fast rules about writing an essay.

150. **Have a bee in one's bonnet** = to be obsessed with an idea; to be crazy about something.

He has a bee in his bonnet about going to America.

151. **Have a narrow escape** =

Yesterday he had a narrow escape from a serious accident.

152. **An axe to grind** = to have a personal, selfish end)

I have no axe to grind -- I just want to help you.

153. **Heart and soul** = completely; with all ones attention

He has devoted herself heart and soul to his work.

154. **High time** =

It is high time we finished this job.

It is high time someone told him to stop being stupid.

155. **Hobson's choice** = no choice at all; absence of an alternative

Since it was the only school in the locality, it was a case of Hobsons choice.

Nobody will live in such a house, even upon Hobson's choice.

156. **Hold a brief for** = to support or be in favor of

I hold no brief for the policies of this government, but on this occasion think they are right.

I hold nd brief for either side in this war.

157. **Hold/keep in check**= to restrain, control or keep back The police tried to hold the angry crowd i check.

158. **Hold/stand one's ground** = He held/stood his ground and answered all his accusations.

159. **Hornet's nest** = see stir up a hornets nest

160. **Hue and cry** = a loud protest

There will be great hue and cry about this decision.

161. **In a fix** = in an awkward or difficult situation

We have got ourselves in a fix about this matter.

When I found myself penniless at night in a strange city, I was in a fix what to do.

162. **In black and white** = in writing

I want this agreement in black and white. Would you put that clown in black and white?

163. **In cold blood** = showing no feelings or pity

He killed them in cold blood.

164. **In full swing** = at a very lively stage

When we arrived the party was already in full swing.

165. **In good time** = before a set time

We arrived in good time for the concert.

166. **In keeping with** = in agreement with; suitable for

His silly jokes were not in keeping with the occasion.

167. **In store** = come in the future; about to happen

There is trouble in store for you.

I do not know what is in store for me.

168. **In the air** = in existence; current

There are rumors in the air that war is imminent.

There is feeling of unrest in the air.

169. **In the dark** = in a state of ignorance

They government kept the public in the dark about the new missiles.

Workers were kept in the dark about the plans to sell the company.

170. **In the long run** = in the end; after along period

We thought we would save money, and for a week or two we did, but in the long run our spending was the same as usual.

Keep trying; you will succeed in the long run. ‘

171. **In the offing** = coming soon; about to happen

War between the two countries is in the offing.

Some important political changes are in the offing.

172. **In the teeth of** = in spite of opposition from

They succeeded in the teeth of opposition.

The government persisted in introducing the new measure in the teeth of public opinion.

173. **Ins and outs** = complex details and aspects

He knows all the ins and outs of the case.

He has been here for years -- he should know all the ins and outs of the job by now. –

174. **Keep abreast of** = to know the most recent facts about

Read the papers if you want to keep abreast of the times.

It is almost impossible to keep abreast of all the latest developments in computing.

175. **Keep at arm's length** = to avoid being friendly

She keeps her new neighbours at arm's length.

176. **Keep in check** = hold in check

177. **Keep one's word** = to fulfill one's promise .

He kept his word to her.

If you do not keep your word, I will never trust you again.

178. **Keep up appearances** = to keep up an outward show to hide the inwardly reality

They haven't much money but they buy expensive clothes in order to keep up appearances.

179. **Kith and kin** = friends and relatives

You cannot refuse to help them; they are your own kith and kin.

180. **Lead astray** = lead into bad ways; lead away from the right path

The attractions of the big city soon led him astray.

181. **Learn by rote** = learn by heart

She is learning a poem by heart.

182. **Leave in the lurch** = leave in a difficult situation

Soon after their child was born he went off and left her in the lurch.

183. **Leave no stone unturned** = to try every possible means

The police left no stone unturned to (try to) find the child.

184. **Let sleeping dogs lie** = to avoid a person or situation likely to cause problems

A cautious man will always let sleeping dogs lie.

I don't think you should mention the offence to the neighbors - I think you should let sleeping dogs lie.

185. **Let the cat out of the bag** = disclose a secret unintentionally

We tried to keep the party a surprise for my mother, but my sister let the cat out of the bag.

186. **Lick the dust** = to be defeated

He had to lick the dust at the hands of his rival.

187. **Like hot cakes** = very quickly

These books are selling like hot cakes.

188. **Litmus test** = acid test

189. **Live from hand to mouth** = consuming everyday what is earned

They are so poor they just live from hand to mouth and never have any money in the bank.

Our middle class people live generally from hand to mouth.

With his small income he lives from hand to mouth. .

190. **Lose one's head** = to lose one's calmness and self-control

I must apologize - I rather lost my head when I thought you had burned the only copy of my manuscript.

191. **Lose heart** = to become discouraged

After more than fifty unsuccessful attempts to get a job, he began to lose heart.

Do not lose heart; you will succeed in the long run.

192. **Live in a fool's paradise** = a fool's paradise

193. **Make amends** = to compensate

He gave her a present to make amends for his rudeness.

194. **Make both ends meet** = to get just enough money to be able to do all one's needs; to

She scarcely earns enough money to make both ends meet.

The widow and her four children found it difficult to make both ends meet.

195. **Make a clean breast of** = to confess or admit:

At first he denied the offence, but later decided to make a clean breast of it.

196. **Make fun of** = to laugh at someone usually unkindly

They made fun of her because she wore such old-fashioned clothes.

197. **Make good** = to be successful

You will make good if you keep trying.

He had very little money when he arrived, but through hard work and ability has soon made good.

198. **Make a long face** = pull a long face

199. **Make one's mark** = to become famous or successful

He is beginning to make his mark as an actor.

200. **Move heaven and earth** = to make every possible effort

He moved heaven and earth to get them to agree to this plan.

We moved heaven and earth to publish this book on time.

201. **Nip (something) in the bud** = to stop (something) as soon as it starts

The managers nipped the strike in the bud.

Her plans to go to bed with a book were nipped in the bud when visitors arrived unexpectedly.

202. **Now or never** = if the present opportunity is missed, another will never come

Now or never is the time for the Kashmiris to show what they are made of.

203. **Null and void** = having no legal force; invalid

The court declared the contract null and void.

204. **Odds and ends** = (1) small objects of various kinds

There were various odds and ends lying about on the table.

We have moved all our furniture to our new house - we just have to collect the odds and ends.

(2) Small jobs of various kinds

I have got a few odds and ends to do before leaving.

205. **Off and on** = occasionally

They come to see us off and on.

206. **Off hand** = (1) careless or disrespectful in manner; casual

He was very offhand with me.

(2) Without time to think or prepare

I cannot give you all the details offhand.

207. **On the blink** = not working properly

The television is on the blink again.

208. **On the eve of** = the time just before an event

On the eve of the election no one was able to predict the result.

209. **On the horns of a dilemma** = in a position where each of two alternatives is unpleasant

He was on the horns of a dilemma as to whether to continue studies or get a job.

She was on the horns of a dilemma as she could not decide whether to disobey her father or marry against her will.

210. **On the rocks** = likely to fail or collapse

Their marriage is (going) on the rocks. The firm is on the rocks.

211. **Once and for all** = finally; for all times

The teacher warned the boy once for all not to make a noise.

Let's try to solve this problem once and for all.

212. **Once for all** = Once and for all

213. **Out of bounds** = forbidden

The cinema was out of bounds to/for the schoolboy.

214. **Out-and-out** = complete; in every way

He is an out-and-out liar.

215. **Out of place** = unsuitable for the occasion or situation

Her remarks were out of place.

216. **Over and above** = in addition to

He received a special bonus over and above his salary.

217. **Over head and ears** = deeply

He is over head and ears in love/debt.

218. **Part and parcel** = an essential part

Doing this is part and parcel of my work.

Discipline is part and parcel of education.

Working irregular hours is part and parcel of being a journalist.

219. **Pass muster** = to be accepted as satisfactory

These goods will pass muster.

220. **Pay lip service to** = ;support in words, but not in fact

The government is only paying lip service to the real issues.

221. **Penny wise, Pound foolish** = thrifty in small things, and wasteful in large ones

He is Penny wise and Pound-foolish.

222. **Play with fire** = to do something dangerous or risky

She knew she was playing with fire by having an affair with a married man.

You are playing with fire by making a speech against the military government.

223. **Pocket an insult** = submit to an insult

His friend abused him and he pocketed the insult.

Unable to pay his debt, he had to pocket insults from his creditors.

224. **The pros and cons** = the arguments for and against

Let us hear all the pros and cons before we make a decision.

225. **Poison one's mind** =

She poisoned their minds against me.

Their minds have been poisoned by propaganda.

226. **Pull a long face** = to look dismal

When he was told he could not go to the zoo he pulled a long face.

227. **Pull (the) strings** = to use secret influence

The government pulls the strings when the State Bank decides to change the bank rate.

He had to pull a few strings to get that job.

228. **Put two and two together** = to guess the truth from what you see, hear

He is inclined to put two and two together and make five (= make an incorrect guess)

229. **Rain cats and dogs** = to rain very heavily

It is raining cats and dogs - the streets are flooded.

230. **Rain or sunshine** = rain or shine

PRIVIOUS PAPER MATERIAL

(First Group) 2003

1. To take down
2. To tell upon
3. Put up with
4. To pull through
5. Tide over
6. Vie with
7. Set upon
8. Make for
9. Attend on
10. A turn coat

(Second Group) 2003

1. To split hair
2. To make no bones about
3. To keep abreast of
4. To cry wolf
5. Call in question
6. Set apart
7. Look down upon
8. Come off
9. Break away
10. Eat one's words

(First Group) 2004

1. Bear up
2. Die out
3. Come to
4. Vest in
5. Damocles' sword
6. Feather in one's cap
7. Gift of the gab
8. A fishy story
9. Stand on ceremony
10. Make a bee line for

(Second Group) 2004

1. Do up
2. Get away with
3. Live by
4. At loggerheads
5. Out of bounds

6. Play upon
7. As the crow flies
8. The under dog
9. The school master is abroad
10. A blue stocking

(First Group) 2005

1. Bring forth
2. Die down
3. Go against
4. Knock about
5. House of cards
6. Laughing stock
7. Nip in the bud
8. Play truant
9. Keep one's fingers crossed
10. Have a bee in one's bonnet

(Second Group) 2005

1. Stick to
2. Stand out
3. Run out
4. Carry weight
5. Cut a sorry figure
6. Bury the hatchet
7. Do up
8. Turn coat
9. A dark horse
10. By and large

(First Group) 2006

1. Bear away
2. Accede to
3. Act for
4. Make at
5. A dog in the manger
6. A labour of love
7. The old Adam
8. Boil over
9. Do away with
10. Fall in with

(Second Group) 2006

1. A bull in a china shop

2. Brevity is the soul of wit
3. Get at the bottom of
4. A cat-and-dog life
5. Speak daggers
6. Cut off
7. Cry out
8. Bear up
9. Call God to witness
10. Fall across

(First Group) 2007

1. Look back
2. Freudian slip
3. Get at
4. Drop a line
5. Deliver the goods
6. Cut in
7. Cry down
8. Bolt from the blue
9. Around the corner
10. At a stretch

(Second Group) 2007

1. Go back upon
2. Get into a scrap
3. Break away
4. Buy off
5. Confide to
6. Hold off
7. Throw cold water upon
8. Fall out with
9. Cast about
10. Hold water

(First Group) 2008

1. Take down
2. Take in
3. Throw up
4. Walk away with
5. Strike down
6. Stand for
7. Ring out
8. Become a byword
9. Fall foul of
10. Have no touch with

(Second Group) 2008

1. Stick to the point
2. Hush up
3. Bring through
4. Beat back
5. Die away
6. Go about
7. Run down
8. Broken reed
9. Face the music
10. Flog a dead horse

(First Group) 2009

1. Come about
2. Fix up
3. Look up
4. Turn up
5. Run up against
6. Root and branch
7. Hang fire
8. Kick the bucket
9. On the cards
10. Pull up

(Second Group) 2009

1. Bear out (ثابت کرنا)
2. Fall out
3. Make off with
4. Setup for
5. Round up
6. Thumbnail sketch
7. Fishy deal
8. In the pipeline
9. Rule out
10. Sit Back

1. Tide over:

I could not tide over my feelings.

2. To split hair:

He is in the habit of splitting hair for nothing.

3. To make no bones about:

He makes no bones about doing anything.

4. Set apart:

He set apart some money for new house.

5. Come to:

He fainted but soon came to.

6. Vest in:

The power to declare war is vested in the Senate.

7. Damocles' sword:

Atomic war is a Damocles' sword for the Sub continent.

8. Gift of the gab:

A politician should have gift of the gab.

9. Stand on ceremony:

Please do not stand on ceremony.

10. A fishy story:

His story appears like a fishy story.

11. Make a bee line for:

They made a bee line for the house when they heard about the arrival of their
master.

12. Play upon:

He can play upon the flute.

13. As the crow flies:

The boys ran as the crow flies.

14. House of cards:

His plan failed like a house of cards.

15. Knock about:

He spent six months knocking about before coming here.

16. Keep one's fingers crossed:

I kept my fingers crossed that my proposal will be accepted.

PROVERBS

1. **Absence makes the heart grow fonder:**

(If people are parted for a time, they tend to appreciate each other more.)

2. **All that glitters is not gold:**

(Appearance can be deceptive. One should not judge the value of things by their pleasing appearance.)

3. **Among the blind the one eyed man is a king:**

(A person with a modicum of ability will pass for a genius among nincompoops.)

4. **Answer a fool according to his folly:**

(A silly question deserves a silly answer.)

5. **All's well that ends well:**
(If the final result is good previous failures are forgotten, as the end result is most important.)
6. **Actions speaks louder than words:**
(People can say many things because talking is easy, but what really matters is what one does.)
7. **All work and no play makes jack a dull boy:**
(Without proper leisure time, the worker and, therefore, the work will suffer.)
8. **Borrowed garments never fit well:**
(Copied behaviour always cramps one's style.)
9. **Birds of a feather flock together:**
(Persons of like tastes seek one another's society.)
10. **A burnt child dreads the fire:**
(One who has suffered becomes wary and cautious.)
11. **A bad workman quarrels with his tools:**
(One tries to cover up one's failure by putting the blame on the tools at one's disposal.)
12. **Brevity is the soul of wit:**
(Brief remarks keep humour alive, while explanations tend to kill it.)
13. **Blood is thicker than water:**
(Bonds between blood relations are stronger than other bonds.)
14. **A bird in hand is worth two in the bush:**
(It is better to be content with what we have or can easily get than to reject it in the hope of getting something better, as this may never happen.)
15. **Cleanliness is next to godliness:**
(Cleanliness is the biggest human virtue.)

16. **Cut your coat according to your cloth:**
(Regulate your expenses according to your income.)
17. **The child is father of the man:**
(The influences that contribute to form the character of the child endure through life.)
18. **Do not look a gift horse in the mouth:**
(One should be grateful and not question the quality or use of a lucky chance or gift.)
19. **A drowning man will catch at a straw:**
(A man in danger would cling to anything to seek safety.)
20. **Do unto others as you would be done by:**
(The kind of treatment you give to others, the kind you get.)
21. **Do not count your chickens before they are hatched:**
(Do not raise your expectations about something. They may prove false and hence cause dismay.)
22. **Discretion is the better part of valour:**
(It is wise to avoid avoidable risks than to run into them foolishly.)
23. **The devil can cite scripture for his purpose:**
(A wicked person does not shrink from exploiting religion to serve his own ends.)
24. **Do not put off till tomorrow what you can do today:**
(Do not postpone things.)
25. **The early bird catches the worm:**
(Immediate or quick action brings success.)
26. **Every cloud has a silver lining:**
(Even if the affairs are in the darkest condition, one should not despair. There is always a ray of hope.)
27. **Every man is the architect of his own fortune:**
(One is responsible for one's own acts.)

28. **Example is better than precept:**
(Practice is better than teaching.)
29. **Fit words are better than fine ones:**
(Words should be chosen for their apt meaning and not for their floridity)
30. **Fools rush in where angles fear to tread:**
(Wise people think before they act or do something whereas fools say and do things rashly without thinking.)
31. **Frailty thy name is woman:**
(It is generally believed that woman cannot resist temptation.)
32. **Fine feathers make fine birds:**
(Dress makes the man.)
33. **Give every man thy ear, but few thy voice:**
(Give everybody a patient hearing but exercise the strictest caution in entrusting your thought to others.)
34. **God made the country and man made the town:**
(The natural is more beautiful than the artificial.)
35. **God helps those who help themselves:**
(Constant effort is the key to success.)
36. **He laughs best who laughs last:**
(One should not rejoice until one is sure that there is no further problems ahead.)
37. **Home-keeping youth have ever-homely wits:**
(An insular life does not broaden one's horizon.)
38. **Handsome is that handsome does:**
(Actions appropriate to the occasion are the test of one's sincerity or merits.)
39. **An honest man is the noblest work of God:**
(Honesty is the best of virtues.)
40. **The hand that rocks the cradle rules the world:**
(Mothers are in truth the makers of great men.)

41. **Half a loaf is better than none:**
(We must be grateful for what we receive even though we expected more.)
42. **It is an ill wind that blows nobody good:**
(Unfavourable happening that brings no advantages at all to any one.)
43. **It is a long lane that has no turning:**
(Unpleasant things can't last forever, they improve with time.)
44. **An idle man's brain is the workshop of the devil:**
(An idle man can think of and do a lot of mischief.)
45. **It is more blessed to give than to receive:**
(Doing a favour is better than receiving one.)
46. **An injury is much sooner forgotten than an insult:**
(Physical pain is nothing compared to an affront to one's dignity.)
47. **If at first you don't succeed, try, try, try, again:**
(If we want to achieve something in life, we must have patience and courage.)
48. **It is easy to be wise after the event:**
(It is idle to find justification for one's mistakes after the damage is done.)
49. **It is never too late to mend:**
(It is never too late to improve one's manners, behaviour, way of life etc.)
50. **It takes all sorts to make a world:**
(The world is made up of many sorts of people i.e. good and evil, wise and foolish. We should try to tolerate others even if they are different from us.)
51. **Kind words are more than coronets:**
(Words of sympathy bring more relief than gifts.)
52. **A live ass is stronger than a dead lion:**
(The living have more utility than dead.)
53. **Let every herring hang by its own tail:**
(Let every one attend to his/her business)
54. **Little strokes fell mighty oaks:**
(Perseverance is the key to success.)

55. **Learn to walk before you run:**
(Learn to do things gradually. One cannot learn things at once.)
56. **Many hands make lighter work:**
(If many people work together, they can complete their task quickly as well as easily.)
57. **The mills of God grind slowly:**
(Retribution must come to the wicked sooner or later.)
58. **Man is by nature a political animal:**
(Man is by nature gregarious.)
59. **A miss is as good as a mile:**
(Failure is failure even if it is by a narrow margin.)
60. **No man can serve two masters:**
(It is difficult to serve God and Mammon at the same time.)
61. **No one but the wearer knows
where the shoe pinches:**
(Only the sufferer realizes the cause of pain.)
62. **Only he who bears the burden knows its weight:**
(Only the person who suffers knows the intensity of pain)
63. **One crowded hour of crowded life is
worth an age without a name:**
(A short span of intense activity is better than years of routine drudgery.)
64. **One swallow does not make a summer:**
(One reality cannot prove something as it can be an exception.)
65. **One should eat to live, not live to eat:**
(Temperance is a great virtue.)
66. **One good turn deserves another:**
(If we receive help from someone, we should try to help him in return.)
67. **The pen is mightier than the sword:**
(The written word is more effective than brute force.)
68. **People who live in glass houses
should not throw stones:**
(People must realize their weaknesses before exploiting those of others.)
69. **The proof of the pudding is in the eating:**

(One can be certain of thing when one has actually experienced it)

70. **Prosperity gains friend adversity tries them:**
(a friend in need is a friend indeed.)
71. **The proper study of mankind is man:**
(Self-examination is the key to the understanding of human life.)
72. **Procrastination is the thief of time:**
(Do not put off till tomorrow what you can do today.)
73. **Prevention is better than cure:**
Nip the evil in the bud. (Prevent a mishap if you can than to find a remedy afterwards.)
74. **A rolling stone gathers no moss:**
(A man who is not steady cannot succeed.)
75. **Strike while the iron is hot:**
(Do not lose an opportunity when it comes.)
76. **Speech is silvern, while silence is golden:**
(Speak fitly or be silent wisely.)
77. **A stitch in time saves nine:**
(If a thing goes wrong it must be mended at once otherwise it will cost extra money, time and trouble.)
78. **A sleeping fox catches no poultry:**
(An idle man does not get anything.)
79. **Slow and steady wins the race:**
(A man who sticks to his task is bound to succeed.)
80. **Time and tide wait for none:**
(The forces of nature are stronger than the powers of man.)
81. **They never fail who die in a good cause:**
(Success is measured by the nobility of the cause.)
82. **Too many cooks spoil the broth:**
(When too many people try the same thing at the same time, the result is naturally poor.)
83. **There is no smoke without fire:**
(There is no effect without cause.)
84. **There is many a slip between cup and the lip:**
(One should not be so confidant about anything unless it is really in one's grasp.)
85. **Two heads are better than one:**
(Consultation leads to better results.)
86. **A thing of beauty is a joy forever:**
(Beauty is timeless and beyond the finite.)
87. **There is always a 'but' in this imperfect world:**
(The strongest chain has its weakest link.)
88. **Time is a great physician:**

(Time heals all wounds.)

89. **Uneasy lies the head that wears the crown:**

(Bigger responsibilities mean bigger worries.)

90. **Virtue is its own reward:**

(Do good and forget the rest.)

91. **Variety is the spice of life:**

(Life is livable owing to change.)

92. **Where there is a will there's a way:**

(When one is resolute to do something, the difficulties disappear all by themselves.)

93. **What can't be cured must be endured:**

(If you fail to find a remedy for a difficulty then try to bear it patiently.)

94. **Where ignorance is bliss it's folly to be wise:**

(Blissful ignorance is at times to be preferred to wisdom, which brings anxiety.)

95. **Whom the gods love die young:**

(An early death spares youth from the bitterness of life.)

96. **When the cat's away the mice will play:**

(When the person in command is absent the others will do everything that they can not do in his presence.)

97. **Who loves the rose must put up with its thorns:**

(Pleasure and pain go together.)

98. **Willful waste brings woeful want:**

(Extravagance leads to poverty.)

99. **You can't make an omelette without breaking eggs:**

(If you want to gain something in life, you will have to make small sacrifices.)

100. **You may lead a horse to a well, but you cannot make him to drink:**

(We cannot force a person to do what he does not want to do. We can direct him to a certain extent but the final decision must be his.)

JOB APPLICATION

Examination Hall,
(city) A.B.C.
August 27,2002.

The Director,
John Pharmaceutical,
17-a Abbot Road,
Lahore.

Subject: Application for the job of -----.

Sir,

In response to your advertisement No.----- in "THE NEWS" on 10-08-2002, I seek to offer my services for the job mentioned above.

My relevant particulars are as under:

Name: A.B.C.
Father's Name: D.E.F.
Date of Birth: -----
Domicile: -----
Qualifications: (Academic) -----
(Professional) -----
Experience: -----
Address: -----

In view of above mentioned particulars I hope my application will be considered sympathetically. If given a chance I shall try my best to prove my worth.

Attested copies of all the documents are appended herewith.

Very obediently yours,
x.y.z.

Examination Hall,

(City) A.B.C.

April 11, 2002.

The Editor,

The News,

Lahore.

Subject: **Our National Economy**

Sir,

I find it hard to agree to the common delusion that present government alone is responsible for the economic crises we are facing today. The crises of today is the natural outcome of political instability that we have been facing since the very beginning. The short-term loans and high-cost projects had already drained away the foreign exchange reserves when the present government took over. But the problem is to be faced with patience otherwise result would remain the same as in the past.

It is the need of the hour that we should collectively try to get rid of these high loans. Overlords of the IMF and the World Bank seem to think we cannot survive without loans. So they are trying to impose upon us their policies. But they are mistaken. We are a nation that can work miracles when put to it. We shall prove that we can stand up to any trial.

Let us brace ourselves to it now. Let us economize to save money for payment of our national debts which have become a threat to our national security. Economy at every level should now be our sacred task.

I hope my dear countrymen can realize their role as an alive nation. We should plan to do our best to make our economy powerful. Allah will surely help us in this noble task, for He helps those who help themselves.

I hope you will give suitable place to my words.

Yours truly,

X.Y.Z.

Essay

MEDIUM OF INSTRUCTION

What should be the language of teaching and learning in our educational institutions? It is unfortunate that this question has dogged the footsteps of the nation since its very inception. We have Urdu, our national language, and four regional languages contending with one another for this place. Unfortunately, however, none of these languages is developed enough to cope with the ever-increasing demands of modern knowledge. There is, therefore, no alternative but to maintain the status quo of English. It has continued as the official language and medium of instruction in colleges and universities. It is also the medium of superior competitive examinations.

Way back in 1948, Quaid-e-Azam had categorically declared that the state language of Pakistan would be Urdu and no other language. The first Basic Principles Committee Report (1950) had also recommended it as the only state language. On this score there can be no two opinions. No one can deny that Urdu should be the medium instruction. The problem is how long will it take Urdu to be ripe enough to take over the reins and move on its own steam? There, in a capsule, lies the crux of the problem.

Urdu is ideally suited to be the medium of instruction in our country. A child learns best in his mother tongue and though Urdu is not his mother tongue like Sindhi, Balochi, Punjabi or Pushto, yet it is the one language that comes closest to his own. It has the same script and the same sources of inspiration as well. A Pathan or a Sindhi might not speak Urdu, but if there is a language other than his own which he can comprehend, it is Urdu. Urdu is a part of our cultural heritage and resilient enough to assimilate words from other sources. It possesses a large body of literature and in poetry especially distinguished.

Those who doubt the capacity of Urdu to deliver the goods advance two major reasons. One that Urdu is not rich enough to grapple with the demands of modern scientific thought and technology. It lacks the idiom and vocabulary of advanced knowledge. Two, that there is an acute dearth of standard books on science and the humanities in Urdu and hence one cannot conceive of higher education without the availability of a wide range of scholarly works on a variety of subjects. Since English does not suffer from these deficiencies, they suggest that English should continue as medium of instruction.

English, regardless of its charms, is after all a foreign language. Its continued presence in our midst in a position of undisputed superiority poses a challenge to our sense of

national prestige. It tends to create feelings of cultural inferiority and hampers our efforts towards national integration. Moreover, undue attention towards English retards the progress and growth of Urdu and compels it to exist on the level of a plebeian tongue.

Should we keep Urdu confined to the backyard or throw English overboard? Neither. The solution lies in strengthening Urdu by removing those deficiencies, which prevent it from becoming a full-fledged medium of instruction. This is a challenging task and a programme, which needs to be handled on war footing. The government is fully seized of the problem. The National Language Committee, the Markzi Urdu Board and the Translation Bureaus are working round the clock to achieve this end. As for English, it should be retained as a compulsory subject. In consideration of its value as an international language we should maintain a relationship and not do away with it altogether.

Urdu as a medium of instruction is the destiny of Pakistan. We should pursue it relentlessly. May Allah help us! (Amen)

MULTI TOPIC ESSAY

Problems of Pakistan, Energy Crisis (Load Shedding), Water Crisis, Lack of Resources, Rising Prices

Out line:

1. Statement of the Problem
2. Background of
3. Causes of
4. Effects on Society
5. Effects on Economy
6. Steps to Check
7. Role of Media
8. Role of Policy Makers
9. Remedies (Suggestions)
10. Conclusion

Essay:

..... is a burning issue of today that has affected national integrity, mental health and social morality of the whole nation abundantly.

Modern age is the age of enlightenment, education, democracy and scientific progress. Educational, intellectual and economic reforms are the hallmark of emerging global world. Man has not only conquered space but is also trying to capture the galaxies. Contradictory to this advancement poverty is going on and on. Scientific progress has created a chaos in the world partially by gulping down the natural resources and partially by disturbing the

environment. Thus the problems of modern age are no more different from the traditional problems of mankind. The only difference is the magnitude and disaster that is no doubt far reaching than the past. Use of more and more fuel, production of poisonous gases and smoke, utilization of chemicals have disturbed environmental equilibrium on one side and on the other side have created an imbalance in society. As a result the problems like Energy Crisis, Lack of Employment, Insufficient Availability of Water and Eatables,etc. are more disastrous. These problems become more devastating when faced by the third world countries like Pakistan.

The causes behind these problems are the same i.e. mass illiteracy, poverty, lack of planning, halting democracies, economic instability and institutional insecurity. Men at the helm of affairs (Authorities), civil society and Media all are responsible for the unchecked spread of this troublesome situation.

..... is disturbing common man as well as government institutions. Stability of the government is at stake. It is a slur upon the performance of federal as well as provincial policy makers. Planning departments and foreign consultants are facing a question mark and their helplessness knows no bounds. The gulf between the poor and the rich is widening because of Economic growth has been eclipsed and unemployment is out of control. Confrontation among masses and discredit of government is leading towards civil disobedience. According to a writer,

“Modern man has become divorced of natural feelings.”

Protests, Lock outs, strikes and demonstrations have become a common practice in almost all parts of the country. Law and order situation owes much to this

Sincere efforts are needed. The responsibility is on the shoulders of politicians, bureaucracy and civil society as well. Past governments ignored the call of time and showed negligence by not taking serious steps. If present authorities also pay a deaf ear to the deplorable situation, the circumstances would become so horrible.

An elaborate system of control is needed to check this devastating situation. Following steps may prove helpful to do away with this

1. The government should decide suitable steps after consulting opposition and concerned welfare organizations.
2. Mass media should play an active and sincere role not only to highlight the problems but also by suggesting practicable measures and by criticizing constructively.
3. The public should be made aware of the situation and should be educated accordingly.
4. Concerned agencies should be made active and alert.
5. Long term plans should be evolved to prepare for the future calls.

Pakistan has always been rich in talent of every type. Our progress in different fields is no longer a secret. If we become serious as a nation exploration of the new resources and utilization of available resources is not impossible. We shall have to rise up collectively and struggle to make our mark in the history of living nations. Otherwise our freedom, national integrity and our religious pride will be in danger and history will never forgive us.

May Allah Almighty help us and bless us with the courage to succeed in solving all the problems! (Amen)